

# Sample Activity Safety Announcements Script

Stand and face students. Hold hand up as a universal signal that you need their attention. Know your audience and tailor this script appropriately. This script does not contain detailed instructions specific to designated student helpers (i.e., door helpers and safe zone leaders) so further instruction may be necessary if you do not have trained students aboard.

## Introduction

Hello, I need your attention for just a minute to make a few quick safety announcements. Welcome to bus (**bus number**), my name is (**your name**), and I'll be your driver today. (Introduce monitor or aide, if applicable.)

## General Rules

Please remember these general rules to help keep everyone safe on this trip.

- Stay in your seat. This means keep your bottom in your seat and stay out of the aisle while the bus is moving.
- Keep your hands to yourself and be respectful of those around you.
- Don't get loud. This can be rude to those around you but more importantly can be unsafe and distracting for me, the driver. I may need to hear sirens, horns, or trains, and generally be able to concentrate on the task of driving.
- Nothing goes out the windows. This includes your hands, head, paper, trash, or other objects.

## Emergency Instructions

- In the event of an emergency, stay calm, quiet, and remain seated.
- Follow my instructions.
- The exits in this vehicle are front, side, rear, windows, and roof hatch. (Give a brief description on how to open each). If we evacuate out the rear door, don't jump, be sure to sit and scoot out the door using other people outside the bus to help you safely down.
- During an evacuation, remember to leave backpacks and all other belongings behind, and walk quickly but don't run to the designated safe zone 100 steps away from the bus and the road and then remain with the group.
- If I am unable to help, you may need to:
  - Use your phone to call 9-1-1 or use this two-way radio to call for help. Push in on the button to talk and release the button to listen.
  - Use the emergency parking brake to keep the bus from rolling, pull out on this knob.
  - Open the front door. You can hit the switch marked "door" or hit the manual switch (point out location) and push firmly to open the door.
  - Locate the first aid kit (point out location).

That's all the announcements we have. Again, welcome to bus (**bus number**). Sit back, relax, and enjoy the bus ride.