

## School Bus Evacuation: Sample Procedure and Documentation Form

Drivers shall conduct a minimum of one evacuation drill per semester with driver and student participation for each bus in the school district. This drill should be carried out on school grounds and coordinated by the transportation supervisor and school administration. Additionally, prior to departure, each student transported on an activity or field trip in a school bus or school-chartered bus should be instructed in safe riding practices and the location and operation of emergency exits. In addition to this drill,

**students and monitors should be educated on:**

- Two-way radio operation
- First aid kit location
- Fire extinguisher location
- Seat belt cutter location and use
- Emergency exits location and use
- Manual operation of front door release location and use
- Emergency brake and engine shutdown in case of driver incapacitation

**Students should also be educated on:**

- Why we might choose to evacuate. (Safer on or off the bus?)
- How to choose an emergency exit. (Preference of ease/conditions)
- Why staying calm, quiet, and leaving belongings behind is important.
- What a Safe Zone-Assembly Point is.
- In the event the driver becomes incapacitated, how to secure the drivers compartment and immediately use the two-way radio or cell phone to call dispatch or 911.

**Drivers should ensure they have the following:**

- Plans in place for the evacuation of pre-school age children, children with disabilities, and children with wheel-chairs or other medical needs.
- Emergency services phone numbers and student emergency contacts.
- Accident forms for documentation (i.e., riders' name/position, insurance forms, and emergency sign-out forms).

Bus #:	Date Conducted:	Exit(s) used:	Number of Passengers:	Evacuation Time:	Driver Name:	Comments/Concerns:
	Fall:					
	Spring:					

Return this form to the transportation supervisor.