

Students

Bus Evacuation and Safe Riding Practices

At least once during each school year, each pupil who is transported in a school bus shall receive appropriate classroom instruction in safe riding practices and participate in emergency bus evacuation drills under the direction of the Transportation Department. The Transportation Department will prepare a written record of each presentation and drill. These records will be maintained on file for three years and be subject to inspection by the California Highway Patrol or State Department of Education.

Driver's Instructions

- a. Stop the bus in a preselected location, preferably on the school grounds.
- b. Shut off the engine and secure the parking brake.
- c. Place the transmission in first or reverse gear.
- d. Remove ignition key.
- e. Stand, face the children, and get their attention.
- f. Give the command, "Rear door emergency evacuation drill, remain seated."
- g. Walk to the rear of the bus and face the rear door.
- h. Ask the first assistant to open the emergency door, drop the safety chain, jump out and take his/her position.
- i. Have the second assistant jump out and take his/her position.
- j. Command the first evacuating student to assume a semi-squat position, reach out and place his hands on top of the assistants' hands and hop out.

Required Records (The following information must be recorded)

- a. School District name
- b. Location (school campus)
- c. Date drill was conducted

Students

Bus Evacuation and Safe Riding Practices (continued)

- d. Supervisor(s)
- e. Time consumed during actual drill
- f. Number of students involved
- g. Grade level or levels
- h. How many doors used, side, front, rear
- i. Bus driver's name and bus number
- j. Remarks.