

## NON-INSTRUCTIONAL OPERATIONS

### Bus Emergency Exit Procedures

1. One emergency evacuation drill shall be held within the first six weeks of school each semester. If not possible, a make up drill shall be scheduled as soon as possible. The drills shall be timed to assure that procedures provide for an orderly and expedient exiting from the vehicle.
2. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill.
3. Passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers excluded shall receive oral instructions in bus safety and exit drills at least three times during the school year.
4. Drills shall be held upon school premises. Drills on the highway are only warranted under conditions necessary for "life and emergency safety."

### PROCEDURE FOR DRILLS IS AS FOLLOWS:

1. The driver shall set the emergency brake, put the transmission in neutral, turn off the motor, and remove the key from the ignition.
2. The driver shall point out the location and explain the operation of each emergency window and door, including kick-out windows. The driver shall explain the usage of the fire extinguisher, first aid kit and reflector placement before each drill.
3. The driver shall show the students how to operate the "emergency air release" lever which releases the air pressure to the passenger door and how to open the door from the inside (if applicable).
4. The driver shall have two responsible students at the emergency exit door. The students should go out the emergency door and stand on each side of the door to assist students from the bus. The driver shall provide instruction to helpers that they should offer a helping hand, palm up, and avoid grasping a student's hand or arm. The driver will personally supervise and time this operation and assist.
5. The driver shall assign a responsible student to get the fire extinguisher ready for use and remove the first aid kit for use. The driver should verbally show the students how to use the fire extinguisher. The driver shall show the students how to use the two-way radio in case the driver is injured.

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6. Students should be able to take care of themselves in case the driver is injured and cannot direct emergency operations and should be instructed to assist driver if injured.
7. Students should be told they must go to a safe location off the roadway when they leave the bus.
8. The driver shall explain that all personal articles are to be left on the bus and retrieved after the drill or emergency.
9. The driver is responsible for the evacuation of any non-ambulatory students.

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