

## SECTION IV: OPERATIONS

### B. BUS EVACUATION DRILLS

Every school Principal is required to conduct emergency evacuation drills twice each year during the first six (6) weeks of each school semester and report the drills to the Transportation Department on Form T-8 (See Appendix). The completed T-8 report should be sent to the Transportation Department as soon as all drills have been conducted each semester, but not later than the thirtieth (30th) day of each semester.

Drivers must make themselves available to the School Administrators to perform bus evacuation drills during school time when requested. During emergency evacuation drills, Principals (or designees) must require students to exit the bus through the emergency door located at the rear of the bus, as well as through the service door at the front of the bus.

When performing bus evacuation drills each driver should follow these procedures:

1. Thoroughly inspect the emergency exits and service door for any possible defect that may injure a student during an evacuation or an evacuation drill. Inspect for items such as damaged door handles, latches, locks, windows, and sharp edges around doorways, especially where students will put their hands or "sit and scoot" as they exit the bus.
2. Instruct students, prior to the drill, in the proper evacuation procedures.
3. Show students the locations of all possible emergency exits and the proper method of operating each type of exit in the event you are disabled.
4. With the Principal's permission, conduct emergency evacuation drills on school grounds. Drivers should not use an off-campus location to conduct emergency evacuation drills.
5. All bus riding students, including those transported only on extracurricular trips, must participate in the bus evacuation drill.
6. Instruct students to leave all personal belongings on the bus and exit in a quick and orderly manner.
7. Practice exiting from both the service (front) door and the emergency exit at the rear.
8. When using the rear door, assign two responsible students to assist other students exiting the rear door. Students should sit down and scoot out the rear door while placing their hands on the shoulders of the students assigned to help.
9. Time each drill and record the times
10. 10. Fill out the report form (See Appendix) and send it to the Transportation Department within the required times.

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