

**Bus Evacuation Drill Report**

**The standard for real drills is to completely evacuate the bus within 2 minutes. Drivers shall follow the evacuation strategies in the Pupil Transportation Management Manual published by the Department of Education.**

Name of School \_\_\_\_\_

Principal \_\_\_\_\_

Bus Number \_\_\_\_ Number of Students \_\_\_\_ Weather Conditions \_\_\_\_\_

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Time Taken to Evacuate \_\_\_\_\_

**Number of Students Using the Following:**

Crutches \_\_\_\_ Wheelchairs \_\_\_\_ Other special needs; please specify \_\_\_\_\_

\_\_\_\_\_

**Check Type of Evacuation Procedure**

Front \_\_ Rear\_\_ Side\_\_ Front and Rear \_\_ Front and Side\_\_ Rear and Side \_\_ Front, Rear and Side \_\_\_\_

Emergency Window, Hatches and Windshield Evacuation Instruction \_\_\_\_\_

Drill was conducted by: Principal/Designee \_\_\_\_ Bus Driver \_\_\_\_ Central Office Designee \_\_\_\_

**Comments (Include any comments about safety or problems encountered during the drill)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For each drill, the Principal/Designee shall complete and keep on file this form and provide a copy(ies) to the Superintendent/Designee as required.

\_\_\_\_\_

Signature of Principal/Designee

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Bus Driver

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Central Office Designee

\_\_\_\_\_

Date

**Send back to Transportation Director**