

BUS SAFETY AND EMERGENCY DRILL PROCEDURES: 6606P1

At least three (3) times each school year (two actual and one verbal), all authorized school bus riders shall be instructed in safe bus riding practices and participate in emergency drills. One actual drill shall be held within the first six (6) weeks of each semester and shall be coordinated with the building principals/designees. All drills shall be held on school district grounds. At least one verbal drill shall be conducted prior to the second actual drill.

A report shall be turned in by the driver to the director of transportation following each drill. Procedures for these drills are as follows:

- A. Shut off motor, set hand brake, leave bus in gear or Park position and pull keys.
- B. The driver shall point out the location and explain the operation of emergency equipment as follows:
 - 1. Instruct students on opening, closing and exiting from emergency exit doors and windows. The driver shall personally supervise the exiting of students through the exit door with the assistance of older students or staff members standing on each side of the door to assist students exiting the bus. Persons assisting in the drill shall offer a helping hand, palm up, and shall avoid grasping a student's hand or arm. During emergency exit drills, students will exit only through the emergency doors; however, in an actual emergency they should be instructed to use any and all exit doors that are not blocked.
 - 2. Show students where fire extinguishers are located and instruct students on how to remove and operate the fire extinguishers. Fire extinguishers are not to be actually used during the emergency drills.
 - 3. Show students where first-aid kits are located and advise them of contents and proper use of medical supplies contained in these kits.
 - 4. Show students the location of emergency warning devices and advise them of the proper use of these devices.
- C. After providing the instructions outlined above, conduct a timed exit drill to assure that procedures provide for an orderly and expedient exiting from the bus.
- D. At the start of each field trip or extracurricular trip, the school bus driver shall review with all passengers, the location and use of the emergency exits and emergency equipment, and any district emergency procedures.
- E. No school bus driver, except in accordance with emergency procedures adopted by the District, shall leave the immediate vicinity of his/her school bus while there are passengers aboard. In the event of a school bus breakdown, assistance shall be sought in accordance with Procedures 6605P2.

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- F. An emergency evacuation of a school bus should only be conducted when staying on the school bus is more hazardous than exiting the school bus.
- G. 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 s/he is injured.
- H. Upon completion of emergency exit drills, drivers shall complete the official bus emergency exit drill report and return it to the Director of Transportation/designee.

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