

## PROCEDURE FOR SECOND BUS DRILL

Introduction: For the second bus drill, the emphasis of the bus safety drill is concerned with inclement weather and emergency situations.

- Content:
- I. Inclement Weather
    - A. Specific hazards during snow, ice and rain storms and other inclement weather situations
      - 1. Buses sliding at the pick-up point
      - 2. Slippery or icy step wells
      - 3. Increased danger from other vehicles
      - 4. Lack of visibility
  
  - II. Emergency Procedure
    - A. When an emergency occurs:
      - 1. REMAIN SEATED
      - 2. Wait for directions from the driver
      - 3. Stay on the bus except for:
        - a. Fire or smoke
        - b. Danger of collision
        - c. Submersion
        - d. Danger of tip over or fall off
      - 4. Exit routes from bus:
        - a. Front door
        - b. Rear door
        - c. Push-out windows
        - d. Pop-out windshield and other rubber sealed windows
        - e. Other (roof hatches, midsection door, etc.)
      - 5. Emergency equipment
        - a. Fire extinguisher
        - b. First Aid kit
        - c. Reflective devices
      - 6. Rear door exiting procedure:
        - a. Leave books, lunch boxes, etc. on bus
        - b. Take emergency equipment
        - c. Tuck in loose clothing
        - d. Wear coats, jackets, gloves and other outer wear
        - e. Bend knees before jumping from the bus
        - f. Use the assistant(s) who may be stationed at the door to help you in exiting

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- III. What to do following the evacuation:
  - A. Gather at a safe location, selected by the driver, at least 100 feet from the bus. Check to see that all bus passengers are present.
  - B. Follow your driver's directions
    - 1. Assist in getting help
    - 2. Cooperate in keeping order
  
- III. Incapacitated Driver (Instruction to be given by driver at time of drill)
  - A. Procedures to become familiar with:
    - 1. How to turn off engine
    - 2. How to apply the emergency brake
    - 3. How to operate the 4-way flashers
    - 4. How to locate the first aid kit, fire extinguisher and reflectors
      - a. Remove these items when evacuating the bus
  - B. Remain on the bus, if possible
    - 1. Evacuate if there is:
      - a. Fire or smoke
      - b. Danger of collision
      - c. Submersion
      - d. Danger of tip over or fall off
    - 2. If evacuation is necessary, follow the same procedure as outlined in II and III.