

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

**School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).**

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: \_\_\_\_\_

Time of day the drill was conducted: \_\_\_\_\_

School Name: \_\_\_\_\_

Location of the Emergency Evacuation Drill: \_\_\_\_\_

Route Number(s): \_\_\_\_\_

Name of the school principal/person(s) overseeing the drill: \_\_\_\_\_

Other information relative to the emergency evacuation drill: \_\_\_\_\_

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