The superintendent or designee shall ensure all students receive instruction in passenger safety and safety when walking to and from school, as part of the school curriculum. This instruction shall include student participation in practical emergency evacuation drills. For students who routinely walk to school, instruction should include the importance of adhering to their preselected route. This instruction shall meet the requirements set out in state and federal law and administrative rules, including the following:

1. At least once during each school semester, each student transported from home to school in a school bus should be instructed in safe riding practices, proper loading and unloading techniques, and proper street crossing to and from school bus stops;

2. At least once during each school semester, each student transported from home to school in a school bus should be instructed in the location and operation of all emergency exits;

3. Prior to each departure, each student transported for an activity or field trip in a school bus or school-chartered bus should be instructed in:

A. Safe riding practices, rules, and procedures; and

B. The location and operation of emergency exits.

School Bus Emergency Plan

The superintendent or designee shall develop an emergency procedure to be followed in the event of an accident or other emergency. The district shall seek participation of local emergency personnel in developing the plan.

Evacuation of Bus

Each bus route shall have a written emergency evacuation plan. All plans should reflect each student's ability to evacuate and assist others.

All bus drivers and school bus attendants shall be familiar with any equipment in the bus that would aid in an actual evacuation, which may include such equipment as the emergency exits, emergency or fire blankets, and webbing cutters. At least once during each school semester, students should participate in supervised and timed emergency evacuation drills.

The district will make every reasonable effort to ensure all students have a reasonable understanding of the concept of an emergency and how they will exit the bus. Students with disabilities shall participate in required evacuation drills unless their participation would present a health risk. If a student's participation would present a health risk, the superintendent or designee shall inform the student's parent/guardian of the barriers to participation. The district shall seek the help of school liaisons, parents/guardians, and other district personnel in training students and staff on the emergency plan, including how to exit the bus without the use of any

mobility device or equipment that would be unavailable in the event of an emergency evacuation.

To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure aisles and emergency exits are kept clear at all times, the following items are prohibited in the passenger compartment of any bus used for regular or extracurricular transportation:

1. Sports equipment, large musical instruments, luggage, coolers, or any other items too large to fit on the student's lap;

2. Items with wheels or that are at risk of rolling on the floor of the bus that are not secured in the student's bag or pocket;

3. Any item prohibited on school grounds by district policy or applicable rules.

The superintendent or designee may issue additional rules limiting the size or number of items students may bring with them on the bus. Any item in the passenger area of any bus shall be stowed safely and securely in a manner that does not block the aisle or any emergency exit.

Legal Reference: Federal Highway Safety Guideline 17

Adopted on: 2/9/15
Amended: 4/12/21
Revised: 8/11/25
Reviewed: 8/11/25