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 drillls 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: Wednesday September 30, 2026

Time of day the drill was conducted: **7:25am**

School Name: READINGTON MIDDLE SCHOOL AND HOLLAND BROOK SCHOOL

Location of the Emergency Evacuation Drill: READINGTON MIDDLE SCHOOL

48 READINGTON RD., WHITEHOUSE STATION NJ 08889

Route Number(s): 7,10,9,32,12,20,16,15,5,14,3,1,11,2,4,33,36,18,22

Name of the school principal/person(s) overseeing the drill: MARCI COLE, TRANS. SUPERVISOR

Other information relative to the emergency evacuation drill:

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 Time: 7:25 **Bus #:** 7

Driver: Robert Makita **Number of Students on Bus:** 28

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: _____

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** 7:29 **Bus #:** 10

Driver: Eric Goodhirst **Number of Students on Bus:** 32

School (Circle One): BCMS/SBS HBS RMS SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Bryan Burke **Signature:** Bryan Burke

Drivers Signature: _____

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 Time: 7:30 **Bus #:** 9

Driver: Marc Florio **Number of Students on Bus:** 43

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: P.O. Bereheiko **Signature:** [signature]

Drivers Signature: [signature]

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Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** 7:20 **Bus #:** 32

Driver: EVA PELCZER **Number of Students on Bus:** 4

School (Circle One): BCMS/SBS (HBS) ~~RMS~~ SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: P.O Beerheide **Signature:** _____

Drivers Signature: _____

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** _____ **Bus #:** 12

Driver: SAM DANTUONO **Number of Students on Bus:** 40

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: ofc. Gilmurray **Signature:** [signature] #74

Drivers Signature: [signature]

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/3x/26 **Time:** 7:20 **Bus #:** 20

Driver: Ashanti Simpkins **Number of Students on Bus:** 38

School (Circle One): BCMS/SBS (HBS) (RMS)

SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: Ashanti Simpkins

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Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 09/30/26 Time: 7:25 AM **Bus #:** 16

Driver: Bob Lauck **Number of Students on Bus:** 36

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: Robert Lauck

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9-30-26 **Time:** 7:25 **Bus #:** 15

Driver: Tom Trevey **Number of Students on Bus:** 40

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Otc Gilmurray **Signature:** #74

Drivers Signature: T. T

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30 **Time:** 7:25 **Bus #:** 5

Driver: Marla Petty **Number of Students on Bus:** 44

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: X

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30 **Time:** 7:20 **Bus #:** 14

Driver: Teri Brown Biondo **Number of Students on Bus:** 39

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: X Theresa Brown-Biondo

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** 7:25 **Bus #:** 3

Driver: Justine McAndrews **Number of Students on Bus:** 25

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Tim Strahn **Signature:** _____

Drivers Signature: J McAndrews

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/3/26 **Time:** 7:27 **Bus #:** 1

Driver: Jen Taylor **Number of Students on Bus:** 32

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Pam Strahn **Signature:** [signature]

Drivers Signature: [signature]

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/3/26 **Time:** 7:21 **Bus #:** 11

Driver: Laura Hornyak **Number of Students on Bus:** 39

School (Circle One): BCMS/SBS (HBS) (RMS) SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Pam Strohm **Signature:** Pam Strohm

Drivers Signature: [signature]

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 Time: 7:25 **Bus #:** 2

Driver: Debbie Hill **Number of Students on Bus:** 38

School (Circle One): BCMS/SBS (HBS) (RMS)

SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
		✓	
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: Front to the back

Report Completed By: P.O. Bereheiko **Signature:** _____

Drivers Signature: _____

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** 7:20 **Bus #:** 4

Driver: David Rego **Number of Students on Bus:** 22

School (Circle One): BCMS/SBS (HBS) ~~RMS~~ SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
		✓	
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
		✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: P. O. Brzechko **Signature:** [signature]

Drivers Signature: [signature]

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** 7:26 **Bus #:** 33

Driver: Clyde Patterson **Number of Students on Bus:** 4

School (Circle One): BCMS/SBS (HBS) (RMS)

SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Bev Betsko **Signature:** Bev Betsko

Drivers Signature: Clyde Patterson

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/27 Time: 7:27 **Bus #:** 36

Driver: Miguelina Rodriguez **Number of Students on Bus:** 4

School (Circle One): BCMS/SBS ~~HBS~~ ~~RMS~~

SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Bev Batske **Signature:** Bev Batske

Drivers Signature: MR

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** 7:23 **Bus #:** 18

Driver: Melissa Flannery **Number of Students on Bus:** 26

School (Circle One): BCMS/SBS ~~HBS~~ ~~RMS~~

SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Bev Betsko **Signature:** Bev Betsko

Drivers Signature: Melissa Flannery

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/30/26 **Time:** 7:24 **Bus #:** 22

Driver: Michael Tiani **Number of Students on Bus:** 23

School (Circle One): BCMS/SBS HBS RMS SHS TBS WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Bev Batoki **Signature:** Bev Batoki

Drivers Signature: Michael Tiani

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 drillls 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: Tuesday September 29, 2026

Time of day the drill was conducted: **8:25am**

School Name: WHITEHOUSE SCHOOL

Location of the Emergency Evacuation Drill: WHITEHOUSE SCHOOL

50 WHITEHOUSE AVE, WHITEHOUSE STATION, NJ 08889

Route Number(s): 38,12,20,14,3,31,36,5,2 AND 18

Name of the school principal/person(s) overseeing the drill: MARCI COLE, TRANS. SUPERVISOR

Other information relative to the emergency evacuation drill:

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:26 **Bus #:** 38

Driver: Clyde Patterson **Number of Students on Bus:** 7

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Bev Betsko **Signature:** Bev Betsko

Drivers Signature: Clyde Patterson

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Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 **Time:** 8:15 **Bus #:** 12

Driver: Sam D'Antuono **Number of Students on Bus:** 26

School (Circle One): **BCMS/SBS** **HBS** **RMS** **SHS** **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	✓
	Driver knew student count	✓	

Comments: _____

Report Completed By: Bev Botsko **Signature:** Bev Botsko

Drivers Signature: Sam D'Antuono

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:23 **Bus #:** 20

Driver: Ashanti Simpkins **Number of Students on Bus:** 20

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: BLV Betsko **Signature:** [signature]

Drivers Signature: [signature]

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:27 AM **Bus #:** 14

Driver: T Brown-Bionda **Number of Students on Bus:** 32

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: GREAT JOB!

Report Completed By: SFT. WEBER **Signature:** [signature]

Drivers Signature: Theresa Brown-Bionda

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:20 **Bus #:** 3

Driver: Justine McAndrews **Number of Students on Bus:** 26

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **(WS)**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared		
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: GREAT JOB!

Report Completed By: SGT. WEITER **Signature:** _____

Drivers Signature: _____

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 **Time:** 8:30 **Bus #:** 31

Driver: Bob Lauck **Number of Students on Bus:** 4

School (Circle One): **BCMS/SBS** **HBS** **RMS** **SHS** **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: Great Job!

Report Completed By: Sgt. Wester **Signature:** [signature]

Drivers Signature: Robert Lauck

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/21/2c **Time:** 835 **Bus #:** 36

Driver: Miguelina Rodriguez **Number of Students on Bus:** 37

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **(WS)**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Tammy Wilson **Signature:** _____

Drivers Signature: _____

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:05 **Bus #:** 5

Driver: [illegible] P. **Number of Students on Bus:** 26

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Thomas Wallace **Signature:** [signature]

Drivers Signature: [signature]

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:25 **Bus #:** 2

Driver: DEBBIE HILL **Number of Students on Bus:** 25

School (Circle One): **BCMS/SBS** **HBS** **RMS** **SHS** **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Thomas Wallace **Signature:** _____

Drivers Signature: Debbie Hill

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:30 **Bus #:** 18

Driver: Melissa Flannery **Number of Students on Bus:** 28

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Thomas Gwinn **Signature:** _____

Drivers Signature: Melissa Flannery

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 drillls 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: Tuesday September 29, 2026

Time of day the drill was conducted: **8:25am**

School Name: THREE BRIDGES SCHOOL

Location of the Emergency Evacuation Drill: THREE BRIDGES SCHOOL

480 MAIN ST, THREE BRIDGES NJ 08887

Route Number(s): 21,11,9,15,22,15,1,32

Name of the school principal/person(s) overseeing the drill: MARCI COLE, TRANS. SUPERVISOR

Other information relative to the emergency evacuation drill:

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/24 Time: 8:32 **Bus #:** 21

Driver: Bob M. **Number of Students on Bus:** 40

School (Circle One): **BCMS/SBS** **HBS** **RMS** **SHS** **TBS** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: _____

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 **Time:** 8:30 **Bus #:** 11

Driver: Laura HarmyK **Number of Students on Bus:** 29

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **(TBS)** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: _____

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:28 AM **Bus #:** 9

Driver: MARC FLORIO **Number of Students on Bus:** 27

School (Circle One): BCMS/SBS HBS RMS SHS (TBS) WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Peter Strohm **Signature:** Peter Strohm

Drivers Signature: MARC FLORIO

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:25 AM **Bus #:** 4

Driver: David Reso **Number of Students on Bus:** 15

School (Circle One): BCMS/SBS HBS RMS SHS (TBS) WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Pth Strohm **Signature:** _____

Drivers Signature: _____

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 **Time:** 8:25 **Bus #:** 22

Driver: Michael Trani **Number of Students on Bus:** 32

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **(TBS)** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: _____

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:25 **Bus #:** 15

Driver: Tom Treney **Number of Students on Bus:** 33

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS **(TBS)** **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: Tom T

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 8:25 **Bus #:** 1

Driver: Jen Taylor **Number of Students on Bus:** 29

School (Circle One): BCMS/SBS HBS RMS SHS (TBS) WS

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments:

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: X

H:/Bus Evacuation/Drill Report Form.xls

Readington/Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 9/29/26 Time: 825 **Bus #:** √32

Driver: Eva Pelczar **Number of Students on Bus:** 4

School (Circle One): **BCMS/SBS** **HBS** **RMS**

SHS (**TBS**) **WS**

Check One: Rear Door Drill ✓ Front Door Drill _____

		YES	NO
	Set parking brake	✓	
	Turned bus off	✓	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand	✓	
	Driver knew student count	✓	

Comments: _____

Report Completed By: Marci Cole **Signature:** Marci Cole

Drivers Signature: _____

H:/Bus Evacuation/Drill Report Form.xls

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 drillls 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: THURSDAY OCT.1,2026

Time of day the drill was conducted: **9:30AM**

School Name: WHITEHOUSE PREP SCHOOL/GLOBAL PIONEER

Location of the Emergency Evacuation Drill: WHITEHOUSE PREP SCHOOL

50 WHITEHOUSE AVE., WHITEHOUSE STA., NJ 08889

Route Number(s): 20,2

Name of the school principal/person(s) overseeing the drill: MARCI COLE, TRANS. SUPERVISOR

Other information relative to the emergency evacuation drill:

Readington Township Public Schools
Together, Inquire and Inspire
www.readington.k12.nj.us

Marci Cole, Supervisor of Transportation
Beverly Betsko, Transportation Clerk

mecole@readington.k12.nj.us
bbetsko@readington.k12.nj.us

P.O. Box 807 • 52 Readington Road • Whitehouse Station, NJ 08889 • (908)-534-3835 • (908) 450-1603 fax

Bus Evacuation Drill Procedure
Pre- School

WHP/GLOBAL 11 **TBP/SLC**_____

WHS_____ **TBS**_____

Bus Driver: Please conduct a bus emergency evacuation drill by completing the following:

Check off to be completed by observer. Please hand form with seating chart to administrator at the beginning of your drill

- ✓ **1.** Reviewed general bus **accident procedures**
- ✓ **2.** Showed students the location of and how to turn off the **ignition switch**
- ✓ **3.** Showed students how to set and release the **emergency brake**
- ✓ **4.** Showed students how to **activate emergency flashers**
- ✓ **5.** Showed students how to use the **two-way radio**
- ✓ **6.** Showed students the location of the **fire extinguisher, first aid kit & reflectors**
- ✓ **7.** Showed students how to **open and close the bus doors**
- ✓ **8.** Showed students how to **open the window and roof emergency exits**
- ✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed ✓

Total Student count 11

Please sign:

Ashanti Simpkins (Bus Driver's Name - Print)

Ashanti Simpkins (Bus Driver's Signature)

20 (Bus #) WHP/Global (School) prek 20 (Route) 10/1/26 (Date)

Marci Cole Principal/Supervisor (Print)

Transportation Sup. Title

Date: 10/1/26

Readington Township Public Schools
Together, Inquire and Inspire
www.readington.k12.nj.us

Marci Cole, Supervisor of Transportation
Beverly Betsko, Transportation Clerk

mecole@readington.k12.nj.us
bbetsko@readington.k12.nj.us

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Bus Evacuation Drill Procedure
Pre- School

WHP/GLOBAL ✓ **TBP/SLC**_____

WHS_____ **TBS**_____

Bus Driver: Please conduct a bus emergency evacuation drill by completing the following:

Check off to be completed by observer. Please hand form with seating chart to administrator at the beginning of your drill

✓ **1.** Reviewed general bus **accident procedures**
✓ **2.** Showed students the location of and how to turn off the **ignition switch**
✓ **3.** Showed students how to set and release the **emergency brake**
✓ **4.** Showed students how to **activate emergency flashers**
✓ **5.** Showed students how to use the **two-way radio**
✓ **6.** Showed students the location of the **fire extinguisher, first aid kit & reflectors**
✓ **7.** Showed students how to **open and close the bus doors**
✓ **8.** Showed students how to **open the window and roof emergency exits**
✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed ✓

Total Student count 9

Please sign:

Debbie Hill
(Bus Driver's Name - Print)

Debbie Hill
(Bus Driver's Signature)

2 (Bus #) | WHP/Global (School) | Pre K Am (Route) | 10/1/26 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup.
Title

Date: 10/1/26

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 drillls 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: THURSDAY OCT.1,2026

Time of day the drill was conducted: **9:30AM**

School Name: WHITEHOUSE SCHOOL

Location of the Emergency Evacuation Drill: WHITEHOUSE SCHOOL

50 WHITEHOUSE AVE., WHITEHOUSE STA., NJ 08889

Route Number(s): 5,36

Name of the school principal/person(s) overseeing the drill: MARCI COLE, TRANS. SUPERVISOR

Other information relative to the emergency evacuation drill:

Readington Township Public Schools
Together, Inquire and Inspire
www.readington.k12.nj.us

Marci Cole, Supervisor of Transportation
Beverly Betsko, Transportation Clerk

mecole@readington.k12.nj.us
bbetsko@readington.k12.nj.us

P.O. Box 807 • 52 Readington Road • Whitehouse Station, NJ 08889 • (908)-534-3835 • (908) 450-1603 fax

Bus Evacuation Drill Procedure
Pre- School

WHP/GLOBAL_____ **TBP/SLC**_____

WHS ✓ **TBS**_____

Bus Driver: Please conduct a bus emergency evacuation drill by completing the following:

Check off to be completed by observer. Please hand form with seating chart to administrator at the beginning of your drill

✓ **1.** Reviewed general bus **accident procedures**
✓ **2.** Showed students the location of and how to turn off the **ignition switch**
✓ **3.** Showed students how to set and release the **emergency brake**
✓ **4.** Showed students how to **activate emergency flashers**
✓ **5.** Showed students how to use the **two-way radio**
✓ **6.** Showed students the location of the **fire extinguisher, first aid kit & reflectors**
✓ **7.** Showed students how to **open and close the bus doors**
✓ **8.** Showed students how to **open the window and roof emergency exits**
✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed ✓

Total Student count 5

Please sign:

Marlen Peña
(Bus Driver's Name - Print)

(Bus Driver's Signature)

5 (Bus #) | WHS (School) | AM (Route) | 10/1/26 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup
Title

Date: 10/1/26

Readington Township Public Schools
Together, Inquire and Inspire
www.readington.k12.nj.us

Marci Cole, Supervisor of Transportation
Beverly Betsko, Transportation Clerk

mecole@readington.k12.nj.us
bbetsko@readington.k12.nj.us

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Bus Evacuation Drill Procedure
Pre- School

WHP/GLOBAL_____ **TBP/SLC**_____

WHS ✓ **TBS**_____

Bus Driver: Please conduct a bus emergency evacuation drill by completing the following:

Check off to be completed by observer. Please hand form with seating chart to administrator at the beginning of your drill

✓ 1. Reviewed general bus **accident procedures**
✓ 2. Showed students the location of and how to turn off the **ignition switch**
✓ 3. Showed students how to set and release the **emergency brake**
✓ 4. Showed students how to **activate emergency flashers**
✓ 5. Showed students how to use the **two-way radio**
✓ 6. Showed students the location of the **fire extinguisher, first aid kit & reflectors**
✓ 7. Showed students how to **open and close the bus doors**
✓ 8. Showed students how to **open the window and roof emergency exits**
✓ 9. Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed Yes

Total Student count 4

Please sign:

Miguelina Rodriguez
(Bus Driver's Name - Print)

(Bus Driver's Signature)

36 (Bus #) | Whitehouse School (School) | AM prek (Route) | 10/01/2026 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup.
Title

Date: 10/1/26

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 drillls 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.

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(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: THURSDAY OCT.1,2026

Time of day the drill was conducted: **9:30AM**

School Name: THREE BRIDGES SCHOOL

Location of the Emergency Evacuation Drill: THREE BRIDGES SCHOOL

480 MAINS ST., THREE BRIDGES NJ 08822

Route Number(s): 4,9

Name of the school principal/person(s) overseeing the drill: MARCI COLE, TRANS. SUPERVISOR

Other information relative to the emergency evacuation drill:

Readington Township Public Schools
Together, Inquire and Inspire
www.readington.k12.nj.us

Marci Cole, Supervisor of Transportation
Beverly Betsko, Transportation Clerk

mecole@readington.k12.nj.us
bbetsko@readington.k12.nj.us

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Bus Evacuation Drill Procedure
Pre- School

WHP/GLOBAL_____ **TBP/SLC**_____

WHS_____ **TBS** ✓

Bus Driver: Please conduct a bus emergency evacuation drill by completing the following:

Check off to be completed by observer. Please hand form with seating chart to administrator at the beginning of your drill

✓ **1.** Reviewed general bus **accident procedures**
✓ **2.** Showed students the location of and how to turn off the **ignition switch**
✓ **3.** Showed students how to set and release the **emergency brake**
✓ **4.** Showed students how to **activate emergency flashers**
✓ **5.** Showed students how to use the **two-way radio**
✓ **6.** Showed students the location of the **fire extinguisher, first aid kit & reflectors**
✓ **7.** Showed students how to **open and close the bus doors**
✓ **8.** Showed students how to **open the window and roof emergency exits**
✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed ✓

Total Student count 4

Please sign:

David Rego
(Bus Driver's Name - Print)

(Bus Driver's Signature)

4	TBS	prek 4	10-1-26
(Bus #)	(School)	(Route)	(Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup.
Title

Date: 10/1/26

Readington Township Public Schools
Together, Inquire and Inspire
www.readington.k12.nj.us

Marci Cole, Supervisor of Transportation
Beverly Betsko, Transportation Clerk

mecole@readington.k12.nj.us
bbetsko@readington.k12.nj.us

P.O. Box 807 • 52 Readington Road • Whitehouse Station, NJ 08889 • (908)-534-3835 • (908) 450-1603 fax

Bus Evacuation Drill Procedure
Pre- School

WHP/GLOBAL_____ **TBP/SLC**_____

WHS_____ **TBS**__X__

Bus Driver: Please conduct a bus emergency evacuation drill by completing the following:

Check off to be completed by observer. Please hand form with seating chart to administrator at the beginning of your drill

- ✓ **1.** Reviewed general bus **accident procedures**
- ✓ **2.** Showed students the location of and how to turn off the **ignition switch**
- ✓ **3.** Showed students how to set and release the **emergency brake**
- ✓ **4.** Showed students how to **activate emergency flashers**
- ✓ **5.** Showed students how to use the **two-way radio**
- ✓ **6.** Showed students the location of the **fire extinguisher, first aid kit & reflectors**
- ✓ **7.** Showed students how to **open and close the bus doors**
- ✓ **8.** Showed students how to **open the window and roof emergency exits**
- ✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed ✓

Total Student count 7

Please sign:

Marc Florio
(Bus Driver's Name - Print)

(Bus Driver's Signature)

9 (Bus #) | Three Bridges (School) | TBS-AM PreK (Route) | 10/01/26 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup
Title

Date: 10/1/26

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 drillls 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: THURSDAY OCT.1,2026

Time of day the drill was conducted: **9:30AM**

School Name: THE BERRY PATCH/STANTON LEARNING CENTER

Location of the Emergency Evacuation Drill: THE BERRY PATCH

1083 COUNTY RD. 523 FLEMINGTON, NJ 08822

Route Number(s): 18,3,32,1

Name of the school principal/person(s) overseeing the drill: MARCI COLE, TRANS. SUPERVISOR

Other information relative to the emergency evacuation drill:

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✓ **4.** Showed students how to **activate emergency flashers**
✓ **5.** Showed students how to use the **two-way radio**
✓ **6.** Showed students the location of the **fire extinguisher, first aid kit & reflectors**
✓ **7.** Showed students how to **open and close the bus doors**
✓ **8.** Showed students how to **open the window and roof emergency exits**
✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed ✓

Total Student count 9

Please sign:

Melissa Flannery
(Bus Driver's Name - Print)

Melissa Flannery
(Bus Driver's Signature)

18 (Bus #) | TBP/SLC (School) | Preschool (Route) | 10/1/26 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup.
Title

Date: 10/1/26

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Pre- School

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✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed YES.

Total Student count 5. Today.

Please sign:

Justine McAndrews
(Bus Driver's Name - Print)

J McAndrews
(Bus Driver's Signature)

3 (Bus #) BP/SLC (School) PreSchool AM (Route) 10/1/26 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup. Title

Date: 10/1/26

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Bus Evacuation Drill Procedure
Pre- School

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✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed _____

Total Student count 4

Please sign:

Eric Goodhart
(Bus Driver's Name - Print)

(Bus Driver's Signature)

32 (Bus #) | TBP/SLC (School) | 32 (Route) | 10/01/2026 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup.
Title

Date: 10/1/26

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Pre- School

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✓ **7.** Showed students how to **open and close the bus doors**
✓ **8.** Showed students how to **open the window and roof emergency exits**
✓ **9.** Showed students how to do an evacuation from **front door, explain how to do rear door.**

Seating chart completed yes

Total Student count 13

Please sign:

Jen Taylor. _____
(Bus Driver's Name - Print)

_____
(Bus Driver's Signature)

1 (Bus #) Berry Bath. (School) pre K (Route) 10/1/26 (Date)

Marci Cole
Principal/Supervisor (Print)

Transportation Sup. Date: 10/1/26
Title