

## **SCHOOL BUS EVACUATION PROCEDURES**

The Division will ensure that twice a year in each school students will be instructed and participate in safe school bus riding practises. Emergency school bus evacuation drills shall be conducted once during the fall term and once during the spring term of each year.

In order to comply with this regulation it is the Board's wish that all students be given instruction with regard to school bus ridership and evacuation procedures by their home school.

It is also the policy of the Board that the driver of each regular Division route conduct an emergency evacuation drill each fall and each spring and that upon completion, the date of each drill be recorded in the drivers log book.

In carrying out the evacuation procedure all are reminded that the driver has at least 3 monitors, plus alternates. Their duty is to assist him in emergency situations and in the normal operation of his bus route.

The procedure for emergency evacuation shall be:

1. All loose articles including jackets, books, kits, etc. must be left on the bus.
2. Students will remain seated until it is their turn to unload.
3. When unloading using the front door, students will unload from the front, beginning with the seat behind the driver, then the front seat across the aisle, moving back to second, third, etc. (Drivers are encouraged to use this procedure in the normal unloading of their vehicles).
4. When unloading using the back door, students will unload from the last seat on the driver's side, then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
5. When using both front and rear doors, both of the above procedures will apply.
6. Students leaving the bus via the back door must crouch, extend their arms to the monitors and hop down.
7. Students will congregate at a safe distance from the emergency scene, away from the traffic and act in a quiet orderly manner.
8. They must remain in this fashion until further directions are given by either the driver or monitor.
9. The "Buddy" system will be used in order to facilitate a quick check to as to ensure that all passengers are accounted for.

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10. After the last student leaves the bus, the driver will walk through the bus to check that all have been evacuated. He will be the last to leave and will remove the keys from the ignition.
11. In the event that the driver is injured, a monitor near the front of the bus will assume authority. He will turn off the key, assist passengers to remain calm; arrange for assistance for the driver. The driver should be removed by older students if he is assessed to be in further danger by remaining on the bus.
12. This procedure shall apply during extracurricular activities as well as regular bus trips.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

Approved October 20, 1981  
Revised September 19, 1989  
Reviewed October 18, 1994  
Revised May 21, 2002  
Revised October 21, 2003