The evacuation drill should be as close to the real thing as possible. The drill should be discussed with the students prior to the day of the drill.

Secure the Vehicle

1. Set Parking Brake.
2. Put transmission in neutral or Park (if so equipped).
3. Turn off engine, remove keys.
4. Turn on 4-way Hazard lamps (if operable).
5. Stand and face students.
6. Get students attention – speak clearly and concisely.
7. **Point out location and demonstrate** use of front door emergency air release. Point out all other emergency exits (rear, window, and hatch), location of emergency equipment (extinguisher, triangles) and location of Park brake.

Evacuating Out the Front Door

1. Tell the students:
   - “They are having an emergency evacuation drill.”
   - “Remain quiet and seated while I explain the procedures for a front door emergency evacuation drill.”
   - “Leave books, lunches, etc., on the bus.”
   - “To remain calm, orderly, and follow the directions.”
2. Point out the location of the safe waiting area which is approximately 100 feet or more from the bus and roadway.
3. Evacuate the bus by:
   - Dismissing students seat by seat.
   - Paraprofessional or designated student(s) are to exit the bus first and go to the safe area.
   - Begin at the front of the bus, starting at the right side. Move to the back, alternating side to side.
   - Dismiss only one row at a time, until you reach the rear of the bus.
4. If the situation permits, give the first aid kit(s), fire extinguishers, and emergency triangles to the first two students before they exit the bus.
5. Return to the front and check each seat to be certain all students have evacuated.
6. Count for all students.
7. Point out the positive things that occurred during the drill and thank all of the students.

**DIAGRAM OF FRONT DOOR EVACUATION**

Move to a safe location approximately 100 ft. from the bus and roadway.
SCHOOL BUS EVACUATION VERIFICATION FORM
(Choose Semester) (Year)

<table>
<thead>
<tr>
<th>Route Segment to School</th>
<th>School Served</th>
<th>Student Count</th>
<th>Date Drill Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 405</td>
<td>Grant Middle</td>
<td>34</td>
<td>03/19/2011</td>
</tr>
</tbody>
</table>

Bus Number: ____________________  Terminal: □ HT □ NE

Driver’s Name: _________________________________________________________________  (PLEASE PRINT)

Para’s Name: _________________________________________________________________  (PLEASE PRINT)

Please enter required information in the blank spaces provided. Complete this form by: _____________ and turn it in to your supervisor at the Hilltop or Northeast terminals. Please turn in only when all required schools have been completed.

Driver’s Signature: ____________________________________________ Date: _____________

Para’s Signature: ____________________________________________ Date: _____________

Received By: ________________________________________________ Date: _____________

Supervisors Signature

Driver C.D.E. File