

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>Title</b>	<b>Effective Date</b>	<b>Revision Date</b>	<b>Pages</b>
<b>No. 504 School Bus Emergency Evacuation Drills</b>	04/17/96 April 17, 1996	07/03/07 July 3, 2007 Reviewed Dec 1, 2015 October 4, 2016 September 29, 2021	6

**It is the policy of the Tri-County Regional Centre for Education to prepare students in the event of emergency evacuation of school busses.**

**Rationale**

Whereas getting children off the bus safely in the shortest time possible in an orderly fashion is the objective, it would be unrealistic to expect the students to perform adequately without practice; therefore;

1. It is the responsibility of each school bus driver to ensure that he/she and the student passengers are knowledgeable and practiced in school bus emergency evacuation procedures.
  2. Drivers are to conduct practice evacuations to provide their passengers with the training required to safely carry out front door, rear door, and combinations of front and rear door evacuations. These evacuations are to be conducted at least twice in each school year. The first practice should be conducted as soon as possible in each new school year for grades PP-9.
  3. Drivers are also to instruct students on location and procedures to be followed in raising the emergency window for evacuation, and will show the students the location of the emergency equipment, e.g. fire extinguisher, fire axe, first aid kit, and flares.
  4. Drivers and **Principal/designate** are to submit the attached form (Appendix A) on each bus evacuation.
  5. Drivers are to be familiar with the procedures and should be knowledgeable in evacuation procedures that drivers are to use in instructing their passengers.
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**PROCEDURE Under Policy 504**

Usually, students remain on the bus during an emergency. But two situations require that you evacuate the bus:

- a) fire, or danger of fire
- b) unsafe position

**GENERAL**

1. Drills should be held on school property and not on the bus route.
2. Drivers should stay in the bus during evacuation drills. Be sure the parking break brake is set, ignition off, keys removed, and transmission in gear/park.
3. Do not permit children to take lunch boxes, books, etc. with them when they leave the bus.
4. The students should go to a safe place AT LEAST 35 METRES from the bus in an “evacuation drill” and remain there in a group until given further instructions by the leader.
5. Explain the 3 types of evacuation:
  - a) Front Door
  - b) Rear Door
  - c) Split Evacuation
6. Evacuate all students out of the Back door; with 2 helpers going out first. Driver will touch their seat, the students will walk down the aisle, leaving book bags etc. in the seat. They will crouch/sit down at the back door with their arms extended in front of them and step (not jump) out of the bus with the assistance of the helpers.

**FIRST METHOD****Front Door Evacuation**

This method is usually used when there is little or no danger- for example, if the bus breaks down or similar problem.

The students sitting in the seats closest to the door will play a key role.

**Helper # 1 Sits in the aisle closest to the front door, on the right, opposite the driver.**

**Helper # 2 Sits with Helper # 1 on the window side of the seat.**

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**PROCEDURE Under Policy 504 Cont'd**

**Helper # 1 Will stand at the bottom of the step, assisting students as they exit the Bus and directs them to a safe area.**

**Helper # 2 Will be the first to evacuate the bus and assists with the supervision of the students at the safe area until the driver arrives.**

**A front door evacuation is the safest method, used primarily when time is not a factor and there is no immediate danger.**

## ***SECOND METHOD***

### **Rear Door Evacuation**

The rear door evacuation should only be used when a front evacuation is not practical or is impossible.

A collision damaging the entry door, or hazards in the area of the front door would make it necessary to exit the rear door.

**You must evacuate from the rear door forward.**

**Helper # 1 Sits closest to the aisle in the rear seat at the back of the bus to the right side.**

**Helper # 2 Sits closest to the aisle in the rear seat at the back of the bus on the left side opposite helper #1**

**Helper # 3 Sits on the window side of the rear seat on the right side with helper #1 Exiting the rear of the bus is a little more difficult due to the distance to the ground.**

**Helper # 1 opens rear door, sits on the floor with his legs hanging out of the back of the bus and slides off to the ground, standing with his back to the door.**

**Helper # 2 exits the same as Helper # 1 and stands facing helper #1 and assists the students down to the ground.**

When exiting the bus, have students crouch/sits down to lessen the distance to the ground and to avoid bumping their heads as they exit.

Students should place their hands on helper's shoulders and step out. Instruct students not to jump.

Students that have exited should follow helpers' directions and proceed in single file to a designated safe area.

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**PROCEDURE Under Policy 504 Cont'd****THIRD METHOD****Split Evacuation**

The split evacuation method should only be used in real emergencies, where time is of the essence and you need to get students off the Bus fast.

The split evacuation is a combination of front and rear methods, with both exits being used simultaneously.

The front half of the Bus will exit using the front door, while the back half will use the rear emergency door.

As the split evacuation is a combination of the front and rear methods; five helpers will be needed, two at the front and three at the rear door.

Students will evacuate starting with the seats closest to each door, alternating between sides.

**Helper # 1 and # 2 at the back of the bus will assist students down in the rear evacuation.**

The first students out of each door will proceed to a safe area.

Although a split evacuation is the fastest method, it's also the most complex, so practice here is especially important.

In all three methods, the last person off the bus, usually the Bus Driver, will check the bus to make sure that everyone is out.

**EMERGENCY WINDOW EVACUATION**

**The school bus driver will demonstrate to all passengers how the emergency exit windows are opened and the location of the same. She/he will then instruct all passengers not to open these windows until required to do so.**

**NOTE:**

In the event the bus driver is injured or incapacitated, it is important to have appointed students who would be able to do the following:

- a) Turn off ignition switch
  - b) Set parking brake
  - c) Summon help when and where needed
  - d) Use fire axe or kick out windows
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<b>PROCEDURE Under Policy 504 Cont'd</b>
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- e) Set flags and flares
  - f) Open and close doors, account for all students passing his/her station
  - g) Help small children off bus
  - h) Perform other assignments
  - i) Cut seatbelts
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**Appendix “A” – Policy 504**

**School Bus Emergency Evacuation Drills**

**DATE:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**DRIVER:** \_\_\_\_\_

**BUS #:** \_\_\_\_\_

**NUMBER OF PASSENGERS:** \_\_\_\_\_

**FRONT DOOR EVACUATION - TIME:** \_\_\_\_\_

**BACK DOOR EVACUATION - TIME:** \_\_\_\_\_

**SPLIT – FRONT & REAR DOOR EVACUATION - TIME:** \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRINCIPAL/DESIGNATE:** \_\_\_\_\_

**TRANSPORTATION OFFICER:** \_\_\_\_\_