

## Driver Preparation

- Obtain permission from school authorities
- Select a safe location on a level surface for drills
- School site
- Non-traffic area
- Grass area - Free from hazards
- Select a safe waiting area
- Prepare helpers and leaders

Review purpose and procedure
Student Instructions

- Be silent and listen
- Leave the bus in an orderly manner
- Leave personal items on the bus
- Use the hand rail
- Follow the leader-Stay in a group
- Walk-Do not push
- Older students look after younger students


## Leader Instructions

Assist students to safe waiting area
Keep students in a group

## Helper Instructions

- Helping hand method (K-4)
- Shoulder assist method
- Remember, speed is not important

Emergency Evacuation Log

| Date | Driver/Coordinator |
| :---: | :---: |
|  | Location |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

For more information contact AAA
800-646-4222 trafficsafety@acg.aaa.com

EXPECT
SOMETHING MORE"


School Bus Drivers Guide to Emergency Evacuations


EXPECT SOMETHING MORE

## Combination Front \& Rear Door Procedure

- Set brake - Remove key
- Stand facing students near driver's compartment
- Announce, "Remain Seated, Emergency Evacuation Drill, Rear and Front Doors"
- Driver moves to the mid-point of bus and assigns students to an exit door and continues to rear of bus and conducts drill
$\square$ Students are reminded to follow instructions for front and rear door exits
- Driver checks for remaining students, removes safety equipment and joins students




## Front Door Procedure

- Set brake - Remove key
- Stand facing students near driver's compartment
- Announce, "Remain Seated, Emergency Evacuation Drill, Front Door"
- Instruct students to exit through front door, stay in line, follow leader to a safe waiting place and remain until released
- Driver backs down aisle releasing one seat at a time
- Driver moves to front of bus checking for remaining students
- Driver removes safety equipment and joins students



## Rear Door procedure

## ■ Set brake - Remove key

- Stand facing students near driver's compartment
- Announce, "Remain Seated, Emergency Evacuation Drill, Rear Door"
- Instruct students to exit through rear door, stay in line, follow leader to a safe waiting place and remain until released
- Rear door should be opened by helpers who then assume outside helping position
■ Student helper assists riders out of the bus. Correct exit position: sit down on the floor, then ease out
- Driver moves to the rear of the bus and conducts drill by releasing students in an orderly manner
- Driver checks for remaining students, removes safety equipment and joins students


