

Safety Drill Procedures

INTRODUCTION: Good morning, my name is _____. Today we are conducting a bus safety drill so you will know what to do should an emergency arise. We will be reviewing bus safety and practicing the bus evacuation.

AT THE BUS STOP:

- Be 5 minutes early
- Wait for the bus in a safe location away from the roadway
- Watch for the bus red lights
- Wait for the driver to signal to cross
- Cross 10 feet in front of the bus

UNIVERSAL CROSSING SIGNAL: (if applicable)



BUS SEAT SAFETY RULES:

- Follow all of the driver’s instructions
- At railroad crossings, be quiet
- Stay seated until your stop
- At your stop, wake any sleeping children you see and tell the driver
- Tell driver if you are being bullied

(For younger children K-grade 3, provide a copy of the rules poster for them to take home and point out the location of the rules posters in the bus)

SEAT BELTS: (if applicable) Explain and demonstrate how to use

EMERGENCY EQUIPMENT:

- Show how to turn off engine and to engage brakes
- Explain how to use the radio and what to say, “We need help!”
- Show where the fire extinguisher is located and how to use it for extreme emergencies
- Show location of first aid kit and how to remove it from the bracket
- Instructions on use and storage of seat belts (if applicable)

EMERGENCY EXITS:

- Explain when to use each exit (engine fire = rear; bus rear ended = front)
- Show location of exits and instruction on how to open; practice
- Practice orderly evacuation:
 - When possible, use rear exit evacuation for practice drill
 - Select older students to be spotters and leaders and have them positioned at appropriate exit(s)
 - Instruct children to leave belongings on bus
 - Do not push, run or jump
 - Rear/side exit – at exit sit on floor, slide, feet first, let spotter help
 - Begin evacuation with seats closest to exit(s) being used
 - Walk to a safe area and keep together quietly
 - Do not return to bus until driver instructions you to

THANK YOU FOR YOUR COOPERATION

Driver’s name: _____ Route # _____ Date _____