Kansas School Bus

EMERGENCY

EVACUATION Guidelines

Kansas State Department of Education
Revised July 2008
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School bus emergencies can happen anywhere, anytime, or involve anyone. There doesn’t have to be a crash to cause the evacuation of the school bus. An on-board fire or the school bus stalling in a dangerous place like a railroad crossing could be reason to evacuate the bus.

What do you do in an emergency? Whose responsibility is it to take what action? The school bus driver is usually the only adult immediately available. The radio may be available to call for assistance but in some cases, the radio may be out of service due the fire or crash. What are the contingency plans to seek help in an emergency?

This guideline provides evacuation procedures when an emergency dictates the need to evacuate the bus.

The state regulations in this manual are only the minimum requirements for compliance. However, these guidelines will provide the basic, necessary information to ensure driver and student safety.

This manual is important to all school bus drivers and district staff. Advance preparation will prevent needless injuries and/or deaths during actual emergency situations. We hope this manual will help you develop and implement a plan before an emergency occurs.

The guidelines in this manual are adapted from the National Association of State Director of Pupil Transportation Services’ *Emergency and Rescue Procedures: A Guideline Manual for School Bus Involvement*. We appreciate the research and effort NASDPTS put into their publication.
91-38-2. General Limitations and Requirements

(a) No governing body shall have a school bus in service after July 1, 1992, unless the school bus was manufactured after April 1, 1977, and either is no more than 20 years old or has been modified to meet current standards. Each school bus shall meet the standards specified by law and this article.

(b) The owners name shall be displayed on each side of any school bus.

(c) Activity buses, as defined in K.A.R. 91-38-1(a), shall not be utilized to provide student transportation to and from school.

(d) Each school bus, activity bus, and school passenger vehicle shall be equipped with a two-way communication system.

(e) Each school bus shall contain the following emergency supplies:
   (A) At least one 2A-10BC fire extinguisher;
   (B) At least one readily identifiable first aid kit in a removable, waterproof, and dustproof container;
   (C) At least one readily identifiable body fluid clean-up kit, in a removable, waterproof, and dustproof container;
   (D) A minimum of three triangle reflector warning devices, securely stored but in an accessible location.

   The first aid kit, body fluid clean-up kit, and fire extinguisher shall be mounted in full view and readily accessible to the driver.

(f) Each governing body shall assure that occupant restraint systems are provided for, and utilized by, all occupants of school passenger vehicles. When providing transportation for infants and preschool children, age and size appropriate child safety restraining systems shall be utilized, in accordance with the provisions of K.S.A. 8-1344, and amendments thereto.

**91-38-9. Emergency Procedures.**

(a) Each governing body shall adopt procedures to be followed by school transportation providers if confronted with an emergency situation when on the road.

(b) Each governing body shall ensure that students who are regularly transported to and from school in a school bus receive instruction, at least once each semester, about practices and procedures to follow if an emergency occurs while being transported.

(c) Each governing body shall ensure that emergency evacuation drills are conducted at least once each semester. Each emergency evacuation drill shall be supervised by the transportation supervisor or the supervisor’s designee.

(d) The transportation supervisor shall prepare documentation of each emergency evacuation drill, including the date of the drill, number of student participants, and the names of the supervising personnel. This documentation shall be kept on file for at least two years from the date of the drill.

(e) Before each activity trip, the driver shall provide an explanation of the location and operation of the emergency exits of the bus.

**NOTE:** Federal Highway Standard # 17 recommends that emergency evacuation drills be conducted within the first five days of school and at least twice each year.

**91-38-10. Use of Urban Mass Transportation Buses.**

(a) A governing body may contract with the operator of a mass transportation system to provide school transportation for its students. Any contract for this transportation shall include the information specified below in subsection (b).

(b) The operator shall keep and provide the following information to the governing body, upon request:

1. Documentation of vehicle lubrication, maintenance, and repair as set forth in K.A.R. 91-38-3 (d);
2. Documentation that any vehicle used to transport students contains the emergency equipment required in K.A.R. 91-38-2 (e); and
3. Documentation that each driver used to provide student transportation meets the qualification set forth in K.A.R. 91-38-6.

**Note:** We recommend printing and using the charter bus form found online at: [www.ksde.org](http://www.ksde.org)

These regulations shall be effective on and after July 1, 2000. (Authorized and implemented by K.S.A. 1998 Supp. 8-2009; effective July 1, 2000.)
Prepared an Emergency Evacuation Plan
Transportation staff should have an emergency evacuation plan which considers the individual capabilities and needs of each student, the type of behavior which might be exhibited during an emergency evacuation, and the type of wheelchair or support equipment being used for students. Some issues to consider in establishing an evacuation plan are:

1. Which students could help, and to what extent.
2. How to deal with individual emergencies during the evacuation process, such as seizures.
3. Whether students should be evacuated in their wheelchairs, or removed from their wheelchairs before evacuation.
4. How to disconnect or cut wheelchair securement and occupant protection equipment, including belts, trays, and child safety restraint systems.
5. Identify which students might panic following evacuation so they could be evacuated with the driver or aide.
6. Know the length of time a student requiring life support equipment or medical care procedures can survive if such service is interrupted or delayed during the evacuation process.

Every driver and/or paraprofessional should be physically able to carry-out the emergency evacuation plan without hesitation. In some emergencies, you may have only two to five minutes to evacuate the bus before students could be seriously injured.

Emergency Procedures
Each school district should have a written pre-emergency plan adopted and approved by its board of education. This plan should be carefully developed in cooperation with all those whose services would be required in various emergency events. The school transportation supervisor, school administrators, teachers, drivers, maintenance, students, service personnel, and others should be instructed in the planned emergency procedures.

The following are emergency examples other than an accident or vehicle fire

- **Sudden disability of driver:**
  Pupils should be informed of procedures for handling situations in which the bus driver is disabled or fatally injured.

- **Mechanical failure of the bus:**
  This pre-emergency plan details the procedures for securing the bus, student control, notifying school officials, assessing the need to evacuate, determining the cause, and whether another vehicle is required. Mechanical failure could occur in such a hazardous location that evacuation is mandatory.
Safe Riding Practices
Students who distract the bus driver indirectly cause many incidents. Students should be aware of their responsibility for their own safety as well as the safety of others.

Good pupil behavior while entering, riding, or leaving the bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the routine matters involved in the safe operation of the bus and holds to a minimum those conditions that might cause injuries. Transportation staff should instruct students in safe bus riding practices. Programs should stress: safe riding practices, loading and unloading procedures, proper sitting posture, local or State bus rules, the danger zone around the bus, and appropriate student behavior.

**Bus drivers are responsible for the students they transport** and must be completely trained in safe riding practices.

School District Pre-Emergency Plan
A pre-emergency plan for each route and bus will save precious minutes during an actual emergency.

Police, fire, ambulance and emergency rescue personnel all receive training, and in large measure, know their jobs. The school bus presents a unique challenge in that it generally has many passengers confined in a small area. Besides the service door and the rear emergency exit door as readily available escape routes, each window is a potential escape route also. At a minimum the side windows, should provide an unobstructed emergency opening at least nine inches high and 22 inches wide, obtained by lowering the window. Many school buses are equipped with emergency push-out type windows and emergency roof hatch exits.

The police, fire and other emergency personnel may not know the escape passageways of every bus. Therefore, the district transportation office could provide valuable information that would save precious minutes in an actual emergency.

School Bus Driver Pre-Emergency Plan
Transportation officials should assist the development of the pre-emergency plan to insure consistency among all district drivers. The following tasks should be included in the emergency plan:

1. **The school bus evacuation plan** - Successive pages will detail the necessary information to set up the evacuation plan and conduct emergency drills. Kansas regulations mandate that formal school bus evacuation drills be conducted at least once each semester. It cannot be stressed enough that training of school bus drivers and pupils is paramount for success. The plan should also include evacuation procedures for special need students.

2. **The bus route** - Know the location of fire stations, police stations and hospitals in the area. Many emergencies immobilize the school bus and may require evacuation. **Up to date route knowledge** for all drivers including substitutes will help responding
emergency personnel get to the school bus much faster. Whether the driver has radio contact with the dispatcher, or must ask the assistance of others, the request for emergency aid is of little good if the exact location is not given.

3. **School bus emergency information** - It is quite helpful to have the school bus information on a card. If you need to have someone else telephone for help, this basic information would be readily available. The card should include the bus and route number, the school district or contractor name, address, and telephone number. This card information could have other supplemental data but only the most important data should be included so as not to confuse the person relaying the information. Many areas of the country have the type of pay telephones which allow an emergency telephone call to 911 or police and fire without cost. If your area does not have that arrangement; coins should be taped to this card.

4. **The school bus** - The driver should know basic school bus components to better assess the situation. The advent of a mandatory commercial driver’s license with the expanded pre-trip inspection serves well in this instance, but additional training may be needed.

5. **Route Plan** - The school bus driver or any of the pupils (regular or special education) could have a medical emergency and a procedure should be developed along local guidelines. Questions to be considered include:
   - Does the driver pull over and call emergency medical services or dispatcher?
   - Should the driver proceed to the nearest school, medical facility, police or fire station?
   - Does the school or district have a medical consent form on file so pre-hospital or hospital personnel can treat the pupil?

Another helpful piece of information would be the district policy regarding how school staff should respond to inquiries from news media. The information should include what information may be given out by staff and what information can only be obtained from board members or administrators. The names and numbers of district representatives, from whom more information can be obtained, may also be helpful.

**Assessing the Need to Evacuate**

Student safety and control is best maintained by keeping students on the bus if doing so does not expose them to unnecessary risk or injury. A decision to evacuate should include consideration of the following conditions:

1. **Recognize the hazard**. The decision to exit/evacuate the bus must be a timely one. Students in wheelchairs take a lot more time.
2. **Is there a fire involved?**
3. **Is there a smell of raw or leaking fuel?**
4. **Is the bus likely to be hit by other vehicles?**
5. **Does the possibility exist that the bus will roll/tip causing further threat to safety?**
6. **Is the bus in direct path of a sighted tornado?**
7. Has there been a major earthquake creating a dangerous environment?
8. Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
9. Would moving pupils complicate injuries?
10. Is there a hazardous materials spill involved? It may be safer to remain on the bus and not come in contact with the material.

General Procedures for Emergency Evacuation
Keep the situation as orderly and low key as possible. If time and conditions permit, the bus driver should use the communication system to advise the dispatch office of the following:
1. The exact location, including the nearest intersecting road or familiar landmark.
2. The condition creating the emergency.
3. The type of assistance needed (police, fire, ambulance, or another bus).
4. Notification that the bus is being evacuated.

Analyze conditions to determine the safest exit(s) from the bus.

During evacuation, monitor conditions and adjust procedures to meet unexpected circumstances.

Move evacuated students to the nearest safe location at least 100 feet from the bus. The dispersal/regrouping area must be upwind of any fire situation.

After the decision to evacuate is made, take the first aid kit with you. If there is a radio or telephone in the school bus, put it out the drivers left window in case it is still operable. This allows additional information to be transmitted to the dispatcher or emergency center.

Be prepared to give information to emergency medical personnel regarding individual students' medical or physical requirements.

Each school bus driver should have:
1. A manifest with student names.
2. Knowledge of seating or seating chart.
3. Knowledge of individual student’s abilities:
   A. Runners.
   B. Helpers.
   C. Those that will panic.
   D. Those with special needs (mobility, communication, adaptive and assistive devices)
4. Seat assignments:
   A. Use the "buddy" system. Seat those who can help by those who need help.
5. Develop plans to control students outside the bus:
   A. Hold hands.
   B. Sit down in a circle.
   C. Keep occupied until help arrives.
Instructions for Conducting Emergency Bus Evacuation Drills

Students must be trained to properly vacate a school bus in case of an emergency. It is possible for pupils to block the emergency door if all are trying to get out at the same time. There is also a possibility of danger when pupils jump from the rear emergency door exit. To avoid these situations, schools should organize and conduct emergency exit drills for all pupils who ride the school bus.

When should you evacuate:

1. **Evacuate the bus if there is fire or danger of fire** from gasoline or other combustible material. The bus should be stopped and evacuated immediately if the engine or any other portion of the bus is on fire. Pupils should be moved to a safe place 100 feet or more from the bus and upwind from the danger.

2. **Evacuate if the bus is in an unsafe position.** The students’ safety is the primary concern and the driver must determine if they are safer on the bus or off.

3. **Sight distance.** In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Mandatory Evacuations. **The driver must evacuate the bus when:**

A. The final stopping point is in the path of a train.
B. The stopped position of the bus may change and increase danger (e.g. a bus comes to rest near a body of water or a precipice where it could still move and go into the water or over a cliff). The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the pupils.
C. The stopped position of the bus is such that there is danger of collision.
D. A hazardous materials spill has occurred on the bus. Students should immediately evacuate to an area upwind at least 300 feet from the incident.
E. There is reason to suspect a bomb or other explosive device is aboard the bus.

Important Factors Pertaining To School Bus Evacuation Drills:

1. Pupil safety must be the first priority.

2. All drills should be done on school property and supervised by the transportation supervisor, or other designated person. Police, rescue and fire personnel could be invited to participate so they will be familiar with emergency evacuation procedures.

3. The bus driver is responsible for the safety of the pupils. An effective driver will provide a vehicle environment that encourages appropriate pupil behavior. However, in an actual emergency, the driver may be incapacitated or otherwise unable to direct the evacuation. If this should happen, the students will need to know what to do.
We recommend that you should not designate student assistants. (This could create problems later and many jurisdictions require parental consent.) Rather than designating anyone, show and demonstrate emergency procedures to everyone aboard the bus. **All students should know the following order and procedure to:**

A. Stop the bus and set the brake.
B. Use electronic voice communication system to summon help. (Ignition switch may need to be on or in the auxiliary position.)
C. Turn off ignition/shut down engine.
D. Remove fire extinguisher and first aid kit from brackets.
E. Open all doors, windows, and roof hatches.
F. Evacuate orderly and help younger students.
G. Re-group at least 100 feet from the bus and stay together.

- **Note:** As the driver, you may assign seats that take into consideration which students would be able to help in an emergency. Again, do not designate such students as assistants. However, you may say, “Whoever is sitting in the last seats may exit the bus first and assist others.” Or, “whoever is sitting in the left front seat may get the fire extinguisher and first aid kit.” In the same way, assign the right front seat positions to the task of bus details should you be incapacitated. This way, no one is specifically designated and everybody has the same information. *Your consideration of responsible students to sit in helpful positions should take into account the maturity of the pupil and their proximity to the end of the route.*

4. Drills should be scheduled similar to fire drills and held regularly in schools. During fall and spring months, the morning bus arrival time is ideal to practice emergency evacuation.

5. Types of drills should be varied. (See Appendix E for various kinds of drills)
   A. Front door evacuation.
   B. Rear floor-level emergency exit door evacuation.
   C. Side emergency exit door evacuation
   D. Left and rear floor-level exit doors evacuation.
   E. Rear, side and front floor-level exit doors evacuation.
   F. Front and side floor-level exit doors evacuation.
   G. Left rear floor-level emergency exit door evacuation.

6. Driver should stay in the bus during the evacuation drill. He/she must set parking brake, place transmission in park or gear, turn off the engine, remove the keys, and take them with you.

7. The driver should instruct and/or demonstrate:
   A. location and operation of all exits, Students should be familiar with the operation of emergency exit windows, both side rear, and roof hatches.
   B. location and removal of fire extinguisher and first aid kit.
   C. location and use of two-way radio or other emergency communication device.
   D. location of emergency phone numbers and who to contact if driver is incapacitated.
   E. safest way to evacuate from all available exits.
   F. the importance of moving away from the bus and staying in a group.
   G. how to set out emergency warning devices or reflectors.
8. Pupils should be instructed to leave all personal items in the seat. The objective is to evacuate in the shortest time possible in an orderly, safe fashion.

9. Pupils should be directed to a safe area at least 100 feet from the bus and remain there until given further directions.

10. All pupils should participate in the drill, including those who ride only on special trips.

11. Every school bus driver shall ensure the students assigned to their bus are familiar with the emergency exit configuration of the assigned bus.
Special Education Bus Driver:
Emergency Procedures

In the event of a major emergency (fire, flood, tornado, earthquake, collision with another vehicle, or at a railroad crossing), the school bus driver's first responsibility is the safety and welfare of the students. Passengers on the bus, both students and adults, should follow the driver's instructions.

During Emergency - The Bus Driver Should:

1. Stop the bus in a safe location and turn ignition to accessory.
   A. Activate the hazard lights.
   B. Remain calm. Reassure students.
   C. Notify dispatch via electronic voice communication system, if possible.
   D. Turn on your AM-FM radio for disaster messages, if the bus is so equipped.
   E. Determine now if the bus should be evacuated. The decision to exit or evacuate the bus must be a timely one. (Students in wheelchairs take more time to evacuate)

2. Survey the scene, evaluate the circumstances, and determine:
   A. Is it safe to continue driving the bus? (See 4 below.)
   B. Is it safer to remain where parked? (See 5 below.)
   C. Is it safer to evacuate the passengers? (See 6 below.)

3. If a paraprofessional (bus aide) is riding, enlist their assistance.
   A. Give explicit instructions to the paraprofessional.

4. If you determine it is safe to continue, the emergency guidelines are as follows: (first notify dispatch, if possible)
   A. Morning or midday runs going to school:
      (1.) Continue on route. Collect students and take to assigned school, or
      (2.) Proceed to the nearest mass care facility, (Listen to your AM-FM and two-way radios for information), or
      (3.) Proceed to the nearest school.
   B. Afternoon or midday runs leaving from school:
      (1.) Continue on route, if safe, or
      (2.) Continue to the next pick-up school and stop, or if too dangerous:
      (3.) Proceed to the nearest mass care facility. (Listen to your AM-FM and two-way radios for information) or
      (4.) Proceed to the nearest school.

5. If you decide not to continue driving and not to evacuate:
   A. Stay with passengers. Notify dispatcher, and, if possible, monitor your radios.
      (1.) Calm and reassure passengers.
      (2.) Set out reflectors as required by law. (See Appendix B)
      (3.) Do not allow students to get off the bus and walk home or to school.
      (4.) Stay with students on bus until help arrives, or the emergency ends.
If you decide evacuation is required, notify dispatcher then remove ignition key.

A. Calmly explain to students why evacuation is necessary and request their assistance.

B. Determine which exit(s) will be used and direct/assist ambulatory students.
   1. If possible, the driver should conduct the evacuation from inside the bus making sure all students are off before he/she exits.
   2. Direct students to a safe regrouping area that is at least 100 feet from the bus and upwind of any fire.
   3. Send the first-aid kit with the group.

C. If a paraprofessional is riding, have him/her assist by releasing the tie-downs or other passenger securements.
   1. Have the paraprofessional move the wheelchairs/car seats/students to the proper emergency exit.
   2. If alone, release the tie-downs and/or other securement and move the students in wheelchairs or car seats to the appropriate emergency exit.
   3. If the wheelchair lift is not operable, remove the students from their wheelchairs and place them by the appropriate emergency exit, then carry them off the bus to the regrouping area. (Get assistance from the paraprofessional, or a passerby if available.)

Students in child safety restraint systems (CSRS) such as child safety seats or harness vests should be left in their CSRS. Cut the seat belt holding the CSRS and carry the child from the bus. The CSRS will also be helpful in keeping the child with the group. If possible, carry one student under each arm.

Warning: In case of fire on the school bus, remember that fire normally goes up and out. Crawl low in smoke and heat. There may be only two minutes before the smoke becomes too toxic to breathe. All students should be physically removed from their wheelchairs or bench seats, carried to the exit and passed on to a person outside the exit.

* NOTE: Exercise extreme caution when removing a pupil from a wheelchair. Make sure the child does not have a catheter or tube anchored to the wheelchair.

D. Retain the passengers in the regrouping area, or a safer area if available. Remember to notify dispatch if you move the group.
   1. Wait in regrouping area until:
      a. A spare bus arrives.
      b. An emergency vehicle arrives.
      c. It is safe to return to the original bus.

E. Obtain or write down the following passenger information: (use route manifest and make notes on it.)
   1. Name, address, and phone number of each student on bus.
   2. Seating position of each child.
   3. Document any injuries or special care needs.
   4. Name of emergency transportation, if required.
   5. Name of receiving facility or person to who released.
F. Release students only to:
   (1) Parent or guardian (Ask for identification)
   (2) School staff, site manager, or transportation official.
   (3) Emergency medical service.
   (4) National Guard.
   (5) Representatives of the National Red Cross.
   (6) Police, sheriff, fire department.

7. In all cases, follow directions as given by:
   A. Transportation department dispatcher/supervisor.
   B. Local authorities.
   C. Office of emergency preparedness.
Evacuation Procedures for Activity Trips and Field Trips

KAR 91-38-9(e) Before each activity trip, the driver shall provide an explanation of the location and operation of the emergency exits of the bus.

The driver is required to inform passengers of emergency procedures before departing on an activity trip. Again, it is recommended, that all passengers be given the information instead of assigning any one particular student to a specific task. Information given should include the following:

1. If driver is incapacitated, they should know how to stop bus, set parking brake, turn off engine, turn on hazard lights, use electronic voice communication system, set out warning reflectors, and report the incident to the transportation department.

2. Location and use of the fire extinguisher.

3. Location of the first aid kit.

4. Location and placement of warning reflectors. (Copy Appendix B and place or attach placement diagrams inside reflector box.)

5. How to open the service door, to include safety releases on manual, air, or vacuum doors if so equipped.

6. Location and demonstration of all emergency exits, including windows and roof hatches.

7. Instructions to leave all personal belongings on the bus and evacuate quickly, but orderly.

8. Information regarding helping others to exit the bus, taking fire extinguisher and first aid kit, and leading group to safe area.

9. Instruct passengers to keep aisles clear at all times and not block emergency exits.

Remember, you can ask the adults to sit by the emergency exits. This also helps with student control by having chaperones spread throughout the bus. You can also assign seats to place responsible students where they can be of the most assistance.

THE AISLES AND EMERGENCY EXITS MUST REMAIN CLEAR AT ALL TIMES!

THE DRIVER OF THIS TRIP DID EXPLAIN THE EVACUATION PROCEDURES LISTED ABOVE TO OUR GROUP.

Driver: _________________________________________ Bus #: ______________

Sponsor: _________________________________________ Date: ______________

This page may be copied and used as the driver’s record of compliance.
**Bus Driver Presentation (Suggested)** Instructions to Operator: These instructions are GUIDELINES only and should be read at the beginning of any field or activity trip (per K.A.R. 91-38-9 (e)). Please fill in the blanks with information that is pertinent to the bus you are driving at the time of the trip.

After all students are seated, stand facing the students: “May I have your attention please. My name is Mr./Mrs./Ms. ________________, and will be driving you to (name of place, town, or event) but before we leave, I want to share some bus rules and emergency information that will make this trip safe as well as enjoyable.

**First** - You must remain seated any time the bus is in motion. Please do not change seats or walk up or down the aisle as it is not only distracting, but dangerous.

**Second** – Please do not put any part of your body or throw anything outside the bus.

**Third** - Food and drink is not to be consumed on the bus unless the bus is stopped for that purpose.

**Fourth** – Please keep your voices down so I can hear outside traffic noise or my two way radio.

State law and your personal safety require that the bus aisle and exits remain free of obstructions such as coolers or other items at all times. These items must be stored within the baggage compartments or secured within the seats not blocking any exit. Please let me know if you need assistance storing any of these items.

State regulations also require that I inform you of evacuation procedures in case of an accident or other emergency. These instructions will be most important should I be incapacitated and unable to help. And in that case, you may need to stop the bus, kill the engine, or call for emergency assistance. This bus can be stopped ________. (Show how to set brake and use the two-way radio.) The fire extinguisher is located _______ and can be removed by releasing bracket and lifting out and up. The pin must be pulled before extinguisher is usable. The first aid kit is located ______ and can be removed__ (demonstrate) ______.

Students sitting in the first seats should bring the fire extinguisher and first aid kit as they exit the bus. Passengers should leave all personal items in seat and be prepared to evacuate quickly and safely. The exits on this bus are located, _____, ______, and _______.

(Point out each location and tell or demonstrate how to open door - students or adults sitting next to these exits may be instructed to demonstrate opening the exit.)

There are also emergency escape windows and roof hatches. These exits are marked above the window with letters that read “Emergency Exit.”

The roof hatches are located over the center aisle and are appropriately marked as well. These emergency exits are equipped with an audible alarm and should only be opened during an emergency evacuation.

(Demonstrate how emergency windows and roof hatches open on this bus)

In addition every window as well as the front windshield may be used if necessary. A 35 pound blow to the corner of the front windshield will pop it from the rubber seal and it can be used as an exit. When moving toward the exit, do not push or shove. Please exit quickly, but orderly. When exiting through the rear, the first two out should stand on each side of the exit to assist the other students. Please sit down and scoot out using the helpers’ hands for balance. Do not jump! The third person to exit can go to a safe place at least 100 feet from the bus and direct others to stay with him in a group. Remain in the safe area until help arrives or you are instructed to return to the bus.

Are there any questions? If not, we will be on our way. Thanks for your attention.

**Note 1:** The above presentation will vary with the type of bus and number of exits to be evacuated. Keep it simple.

**Note 2:** If chaperons or teachers are on the field or activity trip, they should be assigned to areas where they could be the most help in the event of an emergency.
Local District Policy

Bus staff shall be familiar with local district policy regarding:

1. Evacuation procedures to follow when enroute and a tornado is sighted, with no shelter near.
2. The type of medical information to be available on long distance trips in case of student injury.

**Note:** The safety of the bus and equipment is secondary to the safety of the students. No attempt should be made to save equipment or personal items until all students are removed from the bus, safely out of danger, and supervised.
Crash Procedures

No two crashes are the same. The sequence suggested here may not be the same for every accident. Good common sense must be used.

The driver’s primary responsibility is the students’ safety. If the driver is unable to physically perform his or her duties, he/she should direct others to help. Should this be the case, ask the oldest and most capable passenger(s) to help.

The following procedure is recommended:

1. Do not move the bus unless it is in an unsafe position and if so, mark the tire position on the pavement before moving bus.
2. Set parking brake, kill the engine, turn ignition key to auxiliary.
3. Ask if everyone is ok. (Note – Keep it positive) Remain calm and reassure your passengers. If passengers are injured, follow first aid procedures.
4. Notify dispatch that you have been involved in a crash. Give your location and initial assessment of injuries. Be brief. You are most likely speaking over a two-way radio which can be heard by all tuned to that frequency.
5. Put out warning devices such as reflectors within 10 minutes. (See Appendix B for positioning)
   But, before exiting bus, make sure your bus is not in contact with a downed power line. Should this be the case, notify dispatch and stay inside the bus until help arrives.
6. Keep all passengers in the bus unless it would be safer to evacuate. You should evacuate if there is a fire or possibility of fire, hazardous material spill, or if bus is in an unsafe position.
7. Account for all passengers; their presence, as well as injury status.
8. Notify the dispatcher if you have an electronic voice communication system so that necessary assistance from police, fire, ambulance or rescue personnel may be obtained. If the school bus is not equipped with an electronic voice communication system, seek assistance from an older, competent pupil passenger, a passing motorist or a resident of the area to call for help.
9. Protect the scene:
   A. Protect the passengers and the vehicle from further accidents and injuries.
   B. Protect the scene from traffic and people so that evidence is not destroyed.
10. Do not discuss the details of the crash with anyone other than police, fire, rescue personnel, and transportation officials:
11. When police, fire or emergency personnel arrive, they are in command of the scene.
12. The driver can best help by:
   A. remaining calm and controlling student behavior.
   B. providing a list of all passengers, ages, addresses and seating positions.
   C. providing school bus insurance, registration, and other information as requested.
      (An emergency packet should be carried on each bus that contains insurance card, vehicle registration, emergency phone numbers, and other pertinent information.)
13. If possible, obtain the names addresses, and phone numbers of any witnesses.
Appendix A

Classification of Fires

Accepted standard practices separate fires into four general classes as follows:

1. **Class A.** Fires of ordinary combustible materials where the "quenching" and "cooling" effects of quantities of water or of solutions containing large quantities of water are of first importance. Examples are fires in wood, textile fabric, rubbish, etc., or any material that leaves an ash.

2. **Class B.** Fires in combustible liquids, petroleum products, etc., where the blanketing or "smothering" effect of the extinguishing agent is of first importance. Examples are gas, oil, and grease fires. These substances may be stored in tanks, containers, or open vats; or they may be running freely on the ground.

3. **Class C.** Fires involving electrical equipment where the use of a "nonconductor" extinguishing agent is of first importance. Examples are fires involving electrical switchboards, motors, or wiring.

4. **Class D.** Fires involving flammable metals (e.g., magnesium).

Vehicles shall be equipped with extinguisher(s) to provide the minimum rating required. 2A10-B: C means large enough to extinguish a fire of B: C class covering ten square feet of surface. (Standards indicated by National Fire Protection Association.)
Appendix B

Placement of Warning Devices

1. When parked at the side of the road, activate the hazard warning signals. This is especially important at night. Don’t trust the taillights to give warning. Drivers have crashed into the rear of a parked vehicle because they thought it was moving normally.

2. If you must stop on a road or the shoulder of a road, you should put out your emergency warning devices within ten minutes. When putting out the triangles hold them between yourself and the oncoming traffic so other drivers can see you.

Two-lane or undivided highway:

A. One at the traffic side of the disabled vehicle, not more than 10 feet to the front or rear to mark the location of the vehicle.

B. One at a distance of approximately 100 feet to the rear of the disabled vehicle, in the center of the traffic lane occupied by such vehicle.

C. One at a distance of approximately 100 feet to the front of the disabled vehicle, in the center of the traffic lane occupied by such vehicle.
Obstructed view placement:

A. One at the traffic side of the disabled vehicle, not more than 10 feet to the front or rear to mark the location of the vehicle.

B. One in the center of the traffic lane to the front of the disabled vehicle, not less than 100 feet nor more than 500 feet from the disabled vehicle back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.

C. One in the center of the traffic lane to the rear of the disabled vehicle, not less than 100 feet nor more than 500 feet from the disabled vehicle back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
One-way or divided highway:

If you must stop on or by a one-way or divided highway, place warning devices ten feet, 100 feet, and 200 feet toward the approaching traffic.

When the vehicle is disabled or parked off the roadway but is within 10 feet thereof during darkness, warning reflectors should be placed by the driver within 10 minutes as follows:

A. One at a distance of approximately 200 feet to the rear.

B. One at a distance of approximately 100 feet to the rear.

C. One to the traffic side of the vehicle, not more than 10 feet to the rear of the vehicle. The reflectors should be placed between the edge of the roadway and the vehicle, but in no event less than two feet to the left of the widest portion of the vehicle.
Appendix C

Techniques for A Bus Evacuation Simulation Presentation

Introduction

School districts are responsible for providing programs on safe riding practices and bus evacuation to students.

We all realize that a school bus is the safest means of transportation available. School transportation personnel have earned this safety record because of a sincere regard for the safety of the passengers.

Purpose

The purpose of conducting an evacuation simulation is to familiarize both the driver and the passengers with the procedure to follow in the event of an emergency. On only a few occasions have school buses had to be evacuated, however, if it becomes necessary, driver and passengers must know the procedures.

Some districts contract for special buses and driver instructors to conduct training in safe riding practices and bus evacuation. The team visits every school beginning with the first semester. In addition, all school bus drivers are required by law to conduct a simulated bus evacuation drill before departing on any field or activity trip.

Driver Responsibility

Primarily, the school bus driver must know the subject and be able to get the message and the commands across to the passengers. If possible, each driver should have a chance to conduct a simulated drill before their peers then it will be much easier when working with the passengers.

Secondly, a driver must know the equipment and make sure it is in good working order. For example, don't wait until the passengers are on board to find out the emergency door latch is inoperative. Make sure the fire extinguisher is properly charged and sealed, and the first aid kit has the proper units.

All school buses must provide at least two methods or routes of escape. Each passenger should know the location and how to open each exit.
Gaining Rapport and Teaching Control

As a driver, be a leader; positive and sure of yourself. Rapport and control can be accomplished by using some basic teaching techniques.

1. Be friendly and smile.
2. Speak in a clear voice that all can hear.
3. Use your eyes. Eye contact is essential for two reasons:
   A. Listeners feel more personal interest.
   B. You can see if you have their attention.
4. Listen to the students for suggestions and complaints.
5. Look for and commend good qualities and actions.
6. Stick to the subject. If a question or comment is not pertinent, answer, "We will cover that later" or "I will talk to you later".
8. Be enthusiastic throughout the presentation.
9. Use maturity and take advantage of the education and training to exercise leadership and control.
10. Make sure any technical terminology is comprehensible and corresponds to the students' age and mental capacity.
11. Give positive commands that are easily followed and executed.
12. Explain the reason for the commands to help students better understand their importance.

Let the students know that the school bus is one of the safest forms of transportation. Bus emergency training is just as important as the airline travel rules. Remember, you are helping them to grow up, and the children need to know you care about them.

Bus Preparation Prior To the Presentation

The school bus driver is responsible for a daily bus inspection that is accomplished prior to operation. It not only is essential for the students' safety and the motoring public's safety, but is also essential for the appearance presented to the passengers. The condition, comfort and appearance of the bus are a direct reflection on the driver and it determines the image of professionalism the driver must display. Therefore, see to it that the inside of the bus meets the standards expected by the school district.

1. The inside of the bus, walls, ceilings, floor and seats are clean and not littered.
2. The seats and handrails are securely fastened.
3. The upholstery is in good repair.
4. The windows are in good operating condition with no broken glass.
5. The emergency doors are in good working condition and capable of being opened, from inside and outside, completely past the half-way point.
6. Emergency door handles should be painted red for easy identification.

If the school bus driver takes pride in the vehicle's appearance, the passengers will also.

Safe Riding Practices Relating To Evacuation
A safe riding instruction program is necessary because many irresponsible students become or cause hazards to themselves and others. The following safe riding and general conduct rules apply both emergency and non emergency situations:

1. Remain seated and quiet until the bus is completely stopped. Do not change seats unless instructed to do so by the bus driver, a paraprofessional or a teacher.

2. Always face forward in the seat.

3. Keep hands, feet and head inside the bus at all times. (If windows are allowed only half-way open, this will help discourage the problem).

4. Be courteous to others and pay attention to the bus driver, teacher, paraprofessional and evacuation helpers.

5. While moving to the appropriate exit, do not push or shove.

6. While leaving the bus, use the handrails or the evacuation helper's hands. Be alert for traffic and/or pedestrians.

7. Move to a safe place away from the school bus and remain there with the group. Re-grouping should be approximately 100 feet or 40 to 50 paces from the bus.

8. Be aware of the "danger zones" - the areas around the bus that are "blind" spots to the driver.

9. Observe safety procedures while crossing the street or proceeding to the re-grouping area.

10. Do not talk to or accept rides from anyone.

Elementary grade levels are at higher risk to suffer injuries so they should have repetitive programs throughout the school year. Teaching them to be safe now may well avoid an injury later.

Disruptive behavior can be a problem with upper grade levels. Strive for cooperation in preventing distractions that could cause a school bus crash.

**Danger Zones**

The "Danger Zones" are the areas to the front, sides and rear of the school bus that are not in direct eye contact of the bus driver.

When children come into these danger areas, they place themselves in jeopardy of serious injury or death. It is essential that the four "Danger Zones" (front, sides and rear), be fully explained to students, teachers, and paraprofessionals.

**Student Responsibility during Evacuation**
Every rider should know the following:

1. **Emergency doors:**
   A. Location.
   B. Operation.
   C. Count the seats to the exit.

2. **Fire extinguisher:**
   A. Location.
   B. Operation.
   C. How to remove from mounting bracket.

3. **First aid kit:**
   A. Location.
   B. Types of units in the kit.

4. **Warning devices:**
   A. Location
   B. Set-up and placement

5. **Exiting the bus:**
   A. Front door:
      (1.) Use handrails provided.
      (2.) Do not push.
      (3.) Watch for traffic and/or pedestrians.
   B. Floor level exits:
      (1.) Sit down as with legs hanging out of bus door.
      (2.) Use the helpers’ hands for balance. Do not grasp.
      (3.) Scoot off bus to the ground.

6. **All students should know the following:**
   (1) Order of evacuation departure.
   (2) How to assist others from the bus.
   (3) How to exit themselves.
   (4) Area to send evacuees to regroup.

**NOTE:** The passengers should evacuate to an area at least 100 feet from the vehicle. It will be a safe area out of traffic and away from any other potential danger. It should be up-wind from any fire. Passengers should gather in a group and remain there quietly until everyone joins them.
Appendix D

The following drills are suggested for use during presentations and actual emergencies.

**Front Door Evacuation**

**Driver's instructions:**

1. Stop the bus in a pre-selected location on the school grounds.
2. Shut off the engine, and set the parking brake.
3. Place the transmission in park or gear, if manual.
4. Remove the ignition key.
5. Stand, open the front door, face the children, and get their attention.
6. Give the command: "Front door emergency evacuation drill - remain seated."
7. Direct the two helpers to their places outside the front door.
8. Stand between the first occupied seats, facing the front of the bus.
9. Starting with the right-hand seat, ask the leader to lead all pupils 100 feet or 40 paces from the bus, and instruct the other occupants of the right seat to follow. WARN ALL PUPILS: "Walk. Do not run. Use the hand rails."
10. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
11. When the pupils in the right-hand seat have moved forward enough to clear the aisle, dismiss the occupants of the left-hand seat.
12. Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
13. When the last seat is empty, walk to the front of the bus, and check to ensure that everyone is out.
Rear Floor-Level Door Evacuation

Driver's instructions:

1. Stop the bus in a pre-selected location on the school ground away from traffic.  
   **Note:** Be sure appropriate adult supervision is present to observe drills.
2. Shut off the engine and set the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mat (4 x 6 feet) is placed on the ground in the center of the rear emergency door. The mat should be placed on a flat, smooth surface free from loose gravel and other objects which are likely to cause injury.
6. Stand, face the children, and get their attention.
7. Give the command: "Rear door emergency evacuation drill - remain seated."
8. Walk to the rear of the bus, and face the door.
9. Use the left hand to restrain occupants of the right rear seat.
10. Ask the helper to open the emergency door, scoot out, and take a position. (The ideal method of exit is to sit on the floor with feet outside and ease out onto the ground.)
11. Have the second helper scoot out and take their position.
12. Have the leader stand in the doorway to lead the rest of the pupils off the bus to a position 100 feet or 40 paces from the bus.
13. Before the leader exits, turn around, face the front of the bus, and explain in what rotation (starting with the right rear seat, then left, right and so on) the pupils are to leave their seats, reminding them to remain seated until it is their turn to move. Instruct students to leave all belongings in the seat as they will return to bus before going into school.
14. Face the doorway and move between the left rear seats to clear the aisle. Command the leader to sit down in doorway, use helpers hands for balance, scoot out, and go to a position 100 feet or 40 paces away from the bus.
15. Tell the pupils seated in the right rear seat to leave the bus, and then call for the pupils in the next left seat to leave; then the next right seat, until the bus is empty.
16. Keep control at the rear door to prevent any shoving or pushing. Make sure each pupil has plenty of room to assume a sitting position and make sure they duck their head.
17. When the last pupil has exited, walk to the front of the bus and check that everyone is out.
18. Go out the front door and join the waiting pupils.
19. Students should re-enter bus in reverse order of exit and you can then discuss the evacuation and what, if anything needs improvement.
20. Students can now be dismissed for school and should exit starting with the first seat on the left, then right, then left, and so on until bus is empty. Remember to check your bus for students or belongings that may still be on the bus.
Side Emergency Door Evacuation

Driver’s instructions:

1. Stop the bus in the pre-selected location on the school grounds, away from traffic.  
   **Note:** Be sure ample adult supervision is at the location before the drill is held.

2. Shut off the engine and set the parking brake.

3. Place the transmission in first or reverse gear.

4. Remove the ignition key.

5. See that the gym mat (4 x 6 feet) is placed on the ground in the center of the side 
   emergency door. The mat should be placed on a flat, smooth surface free from loose 
   gravel and other objects which are likely to cause injury.

6. Stand, face the children, and get their attention.

7. Give the command: "Side emergency door evacuation drill - remain seated."

8. Walk to the emergency door.

9. Ask helper number one to open the emergency door, and scoot out to take a position.

10. Ask helper number two to scoot out and take a position.

11. Ask the leader to scoot out and lead the other pupils 100 feet or 40 paces from the 
    bus.

12. Face the rear of the bus and ask pupils seated in the first right seat to leave, then left, 
    then right, until all pupils have exited. Remind students to leave personal belongings 
    on the bus.

13. See that all pupils are seated until it is their turn to leave. Keep your arm across the 
    aisle to prevent students from exiting before their time. This spacing will allow the mat 
    to clear before the next pupil exits.

14. Check all seats to see that everyone is out, and leave through the emergency door in 
    the same manner as the pupils and join the waiting pupils in the regrouping area.

15. Students should re-enter bus in reverse order of exit and you can then discuss the 
    evacuation and what, if anything needs improvement.

16. Students can now be dismissed for school and should exit starting with the first seat 
    on the left, then right, then left, and so on until bus is empty. Remember to check 
    your bus for students or belongings that may still be on the bus.
Driver's instructions:
1. Stop the bus in the pre-selected location on the school grounds, away from traffic.
   **Note:** Be sure ample adult supervision is at the location before the drill is held.
2. Shut off the engine and set the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mats (4 x 6 feet) are placed on the ground in the center of the left and rear emergency doors. The mats should be placed on a flat, smooth surface free from loose gravel and other objects which are likely to cause injury.
6. Stand, face the children, and get their attention.
7. Give the command: "Left and rear doors evacuation drill - remain seated."
8. Walk to the rear row of seats and face the door.
9. Ask one helper to open the rear door, and scoot out to take a position. Ask the second helper to take a position.
10. Turn, face the left-side emergency door, and ask the third helper to open the emergency door, scoot out and take a position. Ask the fourth helper to scoot out and take a position.
11. Ask the leader to take a position in the rear doorway.
12. Face the front of the bus and explain to the children what order they are to leave their seats, reminding them to remain seated until it is their turn to move. They are to leave all personal belongings on the bus.
13. Start the evacuation with the right rear seat, then left rear seat, then right, then left, until the bus is empty. All pupils seated on the right side of the bus leave through the rear door; all pupils seated on the left leave through the left-side door.
14. Ask the leader to assume a sitting position, with his legs outside the bus, then using the helpers' hands for balance, scoot out, and go to a position 100 feet or 40 paces away from the bus.
15. Ask the pupils in the first right rear seat to leave through the rear door. Ask the pupils in the first left rear seat to leave through left-side door, and so on.
16. Stand in a position to control doors to prevent pushing and shoving, allowing ample room for each pupil to assume a sitting position before scooting out.
17. This can be done by having the first pupil go out the rear door and the next pupil go out the left-side door - then rear, then left, spaced to allow each pupil who has exited ample time to clear the mats.
18. Walk to the front of the bus, and check to ensure that everyone is out. Leave through the front door, and join the waiting pupils.
19. Students should reenter bus in reverse order of exit and the driver should evaluate the evacuation performance, point out improvements needed and commend the pupils on activities well done.
20. Students can now be dismissed for school and should exit starting with the first seat on the left, then right, then left, and so on until bus is empty. Remember to check your bus for students or belongings that may still be on the bus.
Rear, Side, and Front Floor-Level Doors Evacuation

Driver’s instructions:

1. Stop the bus in the pre-selected location on the school grounds, away from traffic.  
   **Note:** Be sure ample adult supervision is at the location before the drill is held.
2. Shut off the engine and apply the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that gym mats (4 x 6 feet) are placed on the ground in the center of the rear and side emergency doors. The mats should be placed on a flat, smooth surface free from loose gravel and other objects which are likely to cause injury.
6. Stand, face the children, and get their attention. Open the front door.
7. Give the command: "Rear, side and front emergency doors evacuation drill - remain seated."
8. Ask the front first and second helpers to take their positions outside the front entrance door.
9. Walk to the rear door and ask the third helper to open the rear emergency door and scoot out to take a position. Ask the fourth helper to scoot out and take a position.
10. Face the side emergency door. Ask helper five to open the door and scoot out to take a position. Ask helper six to scoot out and take a position.
11. Walk to the front of the bus. Ask the leader to leave through the front door and take a position 100 feet or 40 paces from the bus. Start with the left front seat and ask those pupils to leave through the front door, then seat number three, then four, then five. Back down the aisle, releasing pupils from seats on alternate sides of the bus, until the center of the bus has been reached. Ask the rest of the students to remain seated. Walk back to the side emergency door. Starting at the rear of the bus dismiss students one at a time, alternating seats until all students are off. Use your arm across the aisle to control the pupils and space their exits so that each pupil has cleared the mat before allowing the next pupil to exit.
12. Walk to the front and check to ensure that everyone has left the bus. Exit through the front door and go to the regrouping area.
13. Students should reenter bus in reverse order of exit and the driver should evaluate the evacuation performance, point out improvements needed and commend the pupils on activities well done.
14. Students can now be dismissed for school and should exit starting with the first seat on the left, then right, then left, and so on until bus is empty. Remember to check your bus for students or belongings that may still be on the bus.
Front and Side Floor-Level Doors Evacuation

Driver's instructions:

1. Stop the bus in the pre-selected location on the school grounds, away from traffic.
   **Note:** Be sure ample adult supervision is at the location before the drill is held.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mat (4 x 6 feet) is placed on the ground in the center of the side emergency door. The mat should be placed on a flat, smooth surface free from loose gravel and other objects which are likely to cause injury.
6. Stand, face the children, and get their attention.
7. Give the command: "Front and side emergency doors evacuation drill - remain seated."
8. Stand between the first two seats and ask helper number one to open the front door (using emergency release, if so equipped). Ask helpers one and two to take their positions outside, one on each side of the front door.
9. Ask the leader to take a position 100 feet or 40 paces from the bus.
10. Release the pupils in the left front seat. Step back and release the pupils in the next right hand seat, then left, and so on, until the center is reached.
11. Ask the rest of the pupils to remain seated.
12. Walk back to the side emergency door. Ask helper number three to open the emergency door, scoot out, and take a position.
13. Ask helper number four to scoot out and take a position.
14. Ask pupils seated behind the emergency door to leave first, in proper rotation - right, left, right.
15. As soon as the rear seats are empty, ask pupils seated forward of the emergency door to leave, starting with the right seat, then left, and so on, until all pupils are out. Be sure all pupils stay seated until their turn to leave. Use your arm across the aisle to control the pupils and space their exits so that each pupil has cleared the mat before allowing the next pupil to exit.
16. Walk to the front and check to ensure that everyone has left the bus. Exit through the front door and go to the regrouping area.
17. Students should re-enter bus in reverse order of exit and the driver should evaluate the evacuation performance, point out improvements needed and commend the pupils on activities well done.
18. Students can now be dismissed for school and should exit starting with the first seat on the left, then right, then left, and so on until bus is empty. Remember to check your bus for students or belongings that may still be on the bus.
Left Rear Floor-Level Emergency Door Evacuation

Driver’s instructions:

1. Stop the bus in the pre-selected location on the school grounds, away from traffic.
   **Note:** Be sure ample adult supervision is at the location before the drill is held.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mat (4 x 6 feet) is placed on the ground in the center of the left rear emergency door. The mat should be placed on a flat, smooth surface free from loose gravel and other objects which are likely to cause injury.
6. Stand, face the children, and get their attention.
7. Give the command: "Left rear door emergency evacuation drill - remain seated."
8. Walk to the rear seat and face the front of the bus.
9. Ask one helper to open the emergency door, scoot out, and take a position.
10. Have the second helper scoot out and take a position.
11. Ask the pupil leader to stand at the emergency door.
12. Explain to the pupils in what order they are to leave their seats (starting with the right rear or divan seat, the left, then right, and so on), until the bus is empty. Remind pupils to remain seated until it is their turn to move.
13. Ask the pupil leader to assume a sitting position, use the helpers’ hands for balance, scoot out, and go to a position 100 feet or 40 paces away from the bus. Pupils are told to exit and go to the pupil leader.
14. Remain near the emergency door to control pupils leaving the bus and to prevent shoving or pushing. See that each pupil assumes sitting position before exiting.
15. Make sure that each pupil clears the mat on the ground before allowing the next pupil to exit.
16. Walk to the front and check to ensure that everyone has left the bus. Exit through the front door and go to the regrouping area.
17. Students should re-enter bus in reverse order of exit and the driver should evaluate the evacuation performance, point out improvements needed and commend the pupils on activities well done.
18. Students can now be dismissed for school and should exit starting with the first seat on the left, then right, then left, and so on until bus is empty. Remember to check your bus for students or belongings that may still be on the bus.
Summary

Emergencies do happen. When they do, it is too late to begin teaching an emergency procedure. The main purpose is to instruct all passengers about their responsibility to know all escape routes, where each is located, how each one works, and the proper procedure for leaving the vehicle in an emergency. Only through advance training can we insure a safer ride and prevent needless injury or death to the passengers we transport. Train for the future, it’s in our hands.

Remember.....Safety is everybody's job!
This manual can be downloaded from the web at:

www.ksde.org

The School Bus Safety Education Team works to promote the safe transportation of Kansas students through educational materials and events.

If we can be of assistance, please contact one of our team members.

The Kansas Department of Education
School Bus Safety Unit
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