

**REGULATIONS:  
BUS EVACUATION DRILLS**

**Date of Adoption:** February 22, 2007

Bus evacuation drills shall be conducted on school property and shall be supervised by the building principal or his/her representative.

Drills shall be conducted at the opening of school in September and again at the beginning of the third marking period, or as soon thereafter as weather permits.

As the school bus driver is an integral part of the procedure, it is mandatory that he/she participate.

Drills should be conducted to provide various methods of evacuation. The following items shall be included with conducting a drill:

1. The following possibilities as reason for evacuation; fire in different locations of bus; driver incapacitation; rear front and side impacts; bus roll-over.
2.
  - a. Demonstrate exit through the rear emergency door
  - b. Demonstrate exit through the front door.
  - c. Demonstrate simultaneous exiting from front and rear doors.
3. Pupils should be trained to
  - a. Turn off ignition switch.
  - b. Set and release emergency brake.
  - c. Summon help when needed – telephone numbers of police, school, and so forth, should be posted or otherwise carried in the bus.
  - d. Know how to kick out rear windows and windshield.
  - e. Drop top sash on side windows.
  - f. Set flares.
  - g. Open and close bus doors.
  - h. Leave lunch boxes, books, and so forth, in the bus.
  - i. Help small children off bus.
  - j. Go out from the bus at least 100 feet and remain together until given further directions by the driver, police officer or other authorized person.
  - k. Use proper safety precautions while riding the bus on its regular run.
  - l. Follow other assignments as noted by principal and/or driver.

Scotch Plains–Fanwood Public Schools

**Legal Reference:** NJAC 6:21-11.3