**Bus Evacuation Drill Report**

The standard for real drills is to completely evacuate the bus within 2 minutes. Drivers shall follow the evacuation strategies specified in the Pupil Transportation Management Manual published by the Department of Education.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bus Number</th>
<th>Number of students</th>
<th>Weather Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Drill</th>
<th>Time of Drill</th>
<th>Time taken to evacuate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NUMBER OF STUDENTS USING THE FOLLOWING:**

- [ ] Crutches ________
- [ ] Wheelchairs ________
- [ ] Child Safety Restraint System
- [ ] Other special needs, please specify _______________________________________

**CHECK TYPE OF EVACUATION PRACTICED:**

- [ ] front
- [ ] rear
- [ ] side
- [ ] front and rear
- [ ] front and side
- [ ] rear and side
- [ ] front, rear and side
- [ ] emergency window, hatches and windshield evacuation instruction

Drill was conducted by:

- [ ] Bus driver
- [ ] Director of Transportation

Comments: (Include any comments about safety or problems encountered during the drill.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

For each drill, the bus driver shall complete this form and provide a copy(ies) to the Director of Transportation.

______________________________  __________________________
Signature of Bus Driver           Date

______________________________  __________________________
Signature of Director of Transportation  Date

Bus drivers are required to complete this drill as scheduled by the Transportation Director.

Review/Revised:09/17/01