

School Bus Evacuation Drills

OAC 3301-83-15 Emergency and evacuation procedures.

(B) Evacuation The superintendent or designee shall organize and conduct three emergency exit drills for all students who ride school buses to and from school.

(1) Each of the following three emergency procedures shall be conducted at least once annually:

- (a) Everyone exits through the front entrance door;
- (b) Everyone exits through the rear emergency door;
- (c) Front half exits through the front door and rear half exits through the rear door.

(2) All drills shall be arranged and scheduled by the transportation director/supervisor in cooperation with building principals. The drills shall be supervised by at least one staff person other than the driver assigned to the route.

(3) Drills shall be held on school property when possible and not on the bus route.

(4) The driver shall stay in the bus during evacuation drills. The parking brake must be set, ignition turned off, and transmission in gear or park.

(5) Children shall not take lunch boxes, books, etc., when they leave the bus.

(6) Pupils shall assemble at a distance of at least one hundred feet from the bus in an "emergency drill" and remain there until given further directions.

(7) Emergency evacuation drills of preschool and special needs children may require modification of the procedures listed in paragraph (B) of this rule.

Date of drill: _____

School : _____

Supervised by: _____

Bus #	Driver Name	Student Count	Rear Door Time	Both Doors Time	Front Door Time	Notes