

SCHOOL BUS EMERGENCY EVACUATION DRIVER PROCEDURES

FOLLOW THESE EMERGENCY STEPS TO ENSURE STUDENT SAFETY

1 STAY CALM, ASSESS THE SITUATION

- ✓ Secure the bus: engage parking brake, activate 4-way hazard lights, turn off engine, remove key

Priority: Evacuating the Bus on Elm St. Traffic is Heavy

2 CALL DISPATCH & REPORT THE EVACUATION

- ✓ Contact dispatch, relay the emergency & location.

3 PREPARE & DIRECT STUDENTS TO EXIT

- ✓ Instruct students to leave belongings behind.
- ✓ Guide them to the nearest safe exit.

4 EVACUATE IN AN ORDERLY MANNER

- ✓ Maintain control; clear students quickly from the bus.
- ✓ Assist younger or special needs students.

5 LEAD STUDENTS TO A SAFE LOCATION

- ✓ Move students at least 100 feet from the bus.
- ✓ Keep students together until help arrives.

SAFETY FIRST, STUDENTS ALWAYS!



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