



# Prairie Rose School Division

## School Bus Evacuation Report

School: \_\_\_\_\_ Driver: \_\_\_\_\_

Grade(s): \_\_\_\_\_ School Bus Evacuation Completion Date: \_\_\_\_\_

### CHECK LIST

<b>Engine</b>	<b>Yes</b>	<b>No</b>
1. Explain engine shut down procedure	<input type="checkbox"/>	<input type="checkbox"/>

<b>Emergency Equipment:</b>	<b>Yes</b>	<b>No</b>
1. Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
2. First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>
3. Triangles/Reflective Markers	<input type="checkbox"/>	<input type="checkbox"/>
4. Ax/Crow Bar	<input type="checkbox"/>	<input type="checkbox"/>
5. Radio	<input type="checkbox"/>	<input type="checkbox"/>

<b>Fire Extinguisher</b>	<b>Yes</b>	<b>No</b>
1. The most important thing is for all students and staff to evacuate.	<input type="checkbox"/>	<input type="checkbox"/>
2. Show where it is and a description of how to use it.	<input type="checkbox"/>	<input type="checkbox"/>
3. You only use it if you have to. (adult decision)	<input type="checkbox"/>	<input type="checkbox"/>

<b>First Aid Kit</b>	<b>Yes</b>	<b>No</b>
1. Where it is.	<input type="checkbox"/>	<input type="checkbox"/>
2. Explain that it is for emergencies only	<input type="checkbox"/>	<input type="checkbox"/>
3. Take the First Aid kit with you.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Triangles/Reflective Markers</b>	<b>Yes</b>	<b>No</b>
1. 60 meters to the front/back and a safe distance to the side of the bus on the roadway	<input type="checkbox"/>	<input type="checkbox"/>
2. Where it is stored on the bus	<input type="checkbox"/>	<input type="checkbox"/>

<b>Ax/Crow Bar</b>	<b>Yes</b>	<b>No</b>
1. Location on the doors	<input type="checkbox"/>	<input type="checkbox"/>
2. Used to break windows or pry doors	<input type="checkbox"/>	<input type="checkbox"/>

<b>Radio</b>	<b>Yes</b>	<b>No</b>
1. Where it is.	<input type="checkbox"/>	<input type="checkbox"/>
2. How to use it.	<input type="checkbox"/>	<input type="checkbox"/>
3. What to say.	<input type="checkbox"/>	<input type="checkbox"/>

### EMERGENCY EXITS

<b>Emergency Exits Types</b>	<b>Yes</b>	<b>No</b>
1. Service door	<input type="checkbox"/>	<input type="checkbox"/>
2. Emergency door	<input type="checkbox"/>	<input type="checkbox"/>
3. Using both service and emergency door	<input type="checkbox"/>	<input type="checkbox"/>
4. Roof hatch and side windows	<input type="checkbox"/>	<input type="checkbox"/>

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**Emergency Exits**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Where they are  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. How they work   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Explain/show that the buzzer will go so the younger children will not get scared.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Includes rear door, side windows, and roof hatches.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Driver may evacuate front or rear or both   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Driver may evacuate one side at a time or staggered seat basis.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Driver directs passenger helpers (if applicable) to take positions  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Instruct passengers to remain seated until evacuation commences   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Passenger leader opens door, exits, and stand clear, ready to lead passengers to a safe location as directed by the driver. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Remind passengers to keep hands free, coats buttoned (if applicable)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Leave backpacks unless contains medication   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Passengers should be two steps away from bus before next person exits  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Driver is the last to exit after ensuring all passengers have evacuated.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Driver will carry first aid kit and join the passengers and do a head count.   | <input type="checkbox"/> | <input type="checkbox"/> |

**Service Door**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Use routine unloading procedures and show door release procedure. | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

**Rear Emergency Door**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Helpers takes positions, one on each side of rear door, to assist passengers out in a safe and orderly manner. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Helpers present hand in a palm upwards position, avoid grasping passengers.                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Driver to remind passengers of low rear doorway.   | <input type="checkbox"/> | <input type="checkbox"/> |

**Both Service Door and Rear Emergency Door**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Driver takes position at mid-point in bus and directs front passengers to service door and rear passengers to rear emergency door. | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

**Roof Hatches and Side Windows**

- |                         |                          |                          |
|-------------------------|--------------------------|--------------------------|
| 1. How and when to use. | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------|--------------------------|--------------------------|

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Bus Driver name (please print)

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Signature

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Principal name (please print)

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Signature

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**Return to Division Office Transportation Department:**

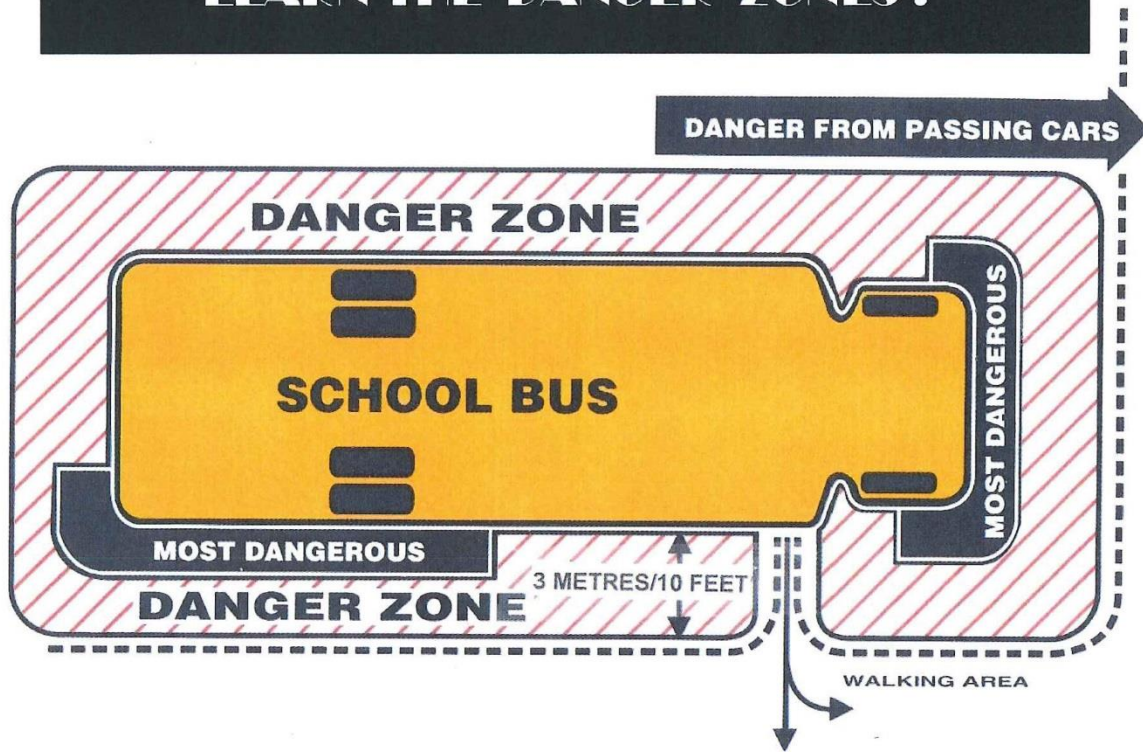
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Transportation Supervisor

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Date

# LEARN THE DANGER ZONES!



- It is important for all students and staff to be aware of and stay out of the danger zones of the bus.
- All supervisors should carry a whistle.
- It is recommended that staff carry a hand held radio on them if available.
- There is no eating to occur on the bus.
- All students and staff required to sit properly on the bus seats.