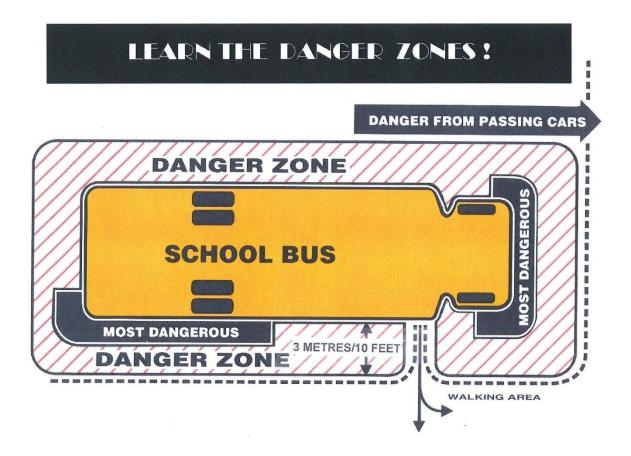


Prairie Rose School Division

School Bus Evacuation Report

School	: Driver:								
Grade(s): School Bus Evacuation Completion Date:									
CHECK LIST									
Engine 1.	Explain engine shut down procedure	Yes	No						
1. 2. 3. 4.	ency Equipment: Fire Extinguisher First Aid Kit Triangles/Reflective Markers Ax/Crow Bar Radio	Yes	No						
1. 2. 3.	The most important thing is for all students and staff to evacuate. Show where it is and a description of how to use it. You only use it if you have to. (adult decision)	Yes	No 						
2. 3.	Where it is. Explain that it is for emergencies only Take the First Aid kit with you.								
1. 2.	les/Reflective Markers 60 meters to the front/back and a safe distance to the side of the bus on the roadway Where it is stored on the bus								
Ax/Cro 1. 2. Radio	Location on the doors Used to break windows or pry doors								
1. 2. 3.	Where it is. How to use it. What to say.	_ _	_ 						
EMERGENCY EXITS									
1. 2. 3. 4.	Service door Emergency door Using both service and emergency door Roof hatch and side windows	Yes	No □ □ □						

1. Where they are 2. How they work 3. Explain/show that the buzzer will go so the younger children will not get scared. 4. Includes rear door, side windows, and roof hatches. 5. Driver may evacuate front or rear or both 6. Driver may evacuate front or rear or both 7. Driver drickes passenger helpers (#applicable) to take positions 8. Instruct passengers to remain seated until evacuation commences 9. Passenger leader opens door, exits, and stand clear, ready to lead passengers to a safe location as directed by the driver. 10. Remind passengers to keep hands free, coats buttoned (#applicable) 11. Leave backpacks unless contains medication 12. Passengers should be two steps away from bus before next person exits 13. Driver is the last to exit after ensuring all passengers have evacuated. 14. Driver will carry first aid kit and join the passengers have evacuated. 15. Driver is the last to exit after ensuring all passengers have evacuated. 16. Ver routine unloading procedures and show door release procedure. 17. Use routine unloading procedures and show door release procedure. 18. Rear Emergency Door 1. Helpers takes positions, one on each side of rear door, to assist passengers out in a safe and orderly manner. 2. Helpers present hand in a palm upwards position, avoid grasping passengers. 3. Driver to remind passengers of low rear doorway. 19. Driver takes position at mid-point in bus and directs front passengers to service door and rear passengers to rear emergency door. 10. Driver takes position at mid-point in bus and directs front passengers to service door and rear passengers to rear emergency door. 10. Driver takes position at mid-point in bus and directs front passengers to service door and rear passengers to rear emergency door. 11. How and when to use. 12. Helpers present pand in a palm upwards position, avoid grasping passengers. 13. Driver to remind passengers of low rear doorway. 14. Helpers present pand in the passengers of low rear emergency door. 15. Britanian development passengers of low r	Emergency Exits			Yes	No	
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- 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.

Policy EEAE-E1 Approved: April 11, 2016 Motion: 102/16