

HALL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT  
EMERGENCY BUS EVACUATION DRILL VERIFICATION

DATE: \_\_\_\_\_

ROUTE DRIVER NAME: \_\_\_\_\_

SUB DRIVER NAME: \_\_\_\_\_

ROUTE BUS NUMBER: \_\_\_\_\_

SCHOOL #1 : _____ NUMBER OF STUDENTS EVACUATING BUS: _____ EVACUATION TIME: _____ (MINUTES : SECONDS - Ex: 1:30)
SCHOOL #2 : _____ NUMBER OF STUDENTS EVACUATING BUS: _____ EVACUATION TIME: _____ (MINUTES : SECONDS - Ex: 1:30)
SCHOOL #3 : _____ NUMBER OF STUDENTS EVACUATING BUS: _____ EVACUATION TIME: _____ (MINUTES : SECONDS - Ex: 1:30)

**ACTUAL EVACUATION TIME:** *(your time should start when your students open the rear door, and end when the last student exits the bus)* DO NOT INCLUDE THE TIME IT TAKES YOU TO READ THE INSTRUCTIONS!!!

\_\_\_\_\_  
***BUS DRIVER (SIGNATURE)***

This form is to be submitted to the Transportation Department immediately upon completion of the evacuation drill as evidence that the evacuation drill has been practiced and that the procedure outlined by the Hall County Transportation Department has been followed. **Drills taking longer than 3 minutes may need to be repeated. If you only evacuate at 2 schools, put "N/A" for the third school**

**REMEMBER TO SET YOUR PARKING BRAKE BEFORE YOU CONDUCT YOUR DRILL!!!!!!**

**PLEASE REMEMBER TO SIGN THIS FORM!!!!!!**

**HALL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT  
EMERGENCY BUS EVACUATION INSTRUCTIONS – REGULAR BUS**

Directions: Drivers of all buses other than lift buses should read the material below to students and perform a rear door evacuation drill on: \_\_\_\_\_ . If weather is bad, do your drill on the next day with good weather.

***Note: Be sure that your engine is off, the transmission is in neutral and your parking brake is set!!!!***

Drivers are to read the following instructions to the students:

- “Students, may I have your attention please.” (Pause until you have the students quiet.)
- “You do fire drills at school so that you will know what to do in an emergency. Today I am going to talk to you about bus evacuations. We will evacuate our bus in case of some bus accidents, fire, or an emergency where it is important for you to leave the bus quickly.”
- “There are three basic ways to evacuate all buses – rear door, front door, and both front and rear door. Some buses also have roof hatches, side emergency doors and/or emergency windows that may be used for evacuation if necessary.”
- “In all types of evacuations it is important that you:
  - Listen to my instructions,
  - Remain calm,
  - Walk as you leave the bus. Do not run,
  - Leave books, lunch boxes and other personal belongings on the bus.
  - Stay seated until it is your turn to leave the bus. We will unload letting seats take turns, going from side to side.”
- “If we have an emergency and the front door is blocked, we will do a REAR door evacuation. In a REAR door evacuation, I will move to the back of the bus and choose one leader to lead you to a safe place away from the bus. I will also choose two helpers to get off the bus and assist you as you exit the REAR door.”
- “If we have an emergency and there is no danger in using the front door, we will do a front door evacuation. In a front door evacuation, I will choose one leader to lead you to a safe place away from the bus. We will start unloading with the seat behind me and I will move toward the back of the bus as you unload.”
- “If we need to evacuate the bus as fast as possible, we will use both the front and rear door with leaders taking you to a safe place away from the bus.”
- “Today we are going to practice a REAR door evacuation drill. Remember to:
  - Stay seated until it is your turn to leave the bus,
  - Remain calm,
  - Walk, do not run,
  - Leave books, lunch boxes, and personal belongings on the bus today and during a real evacuation.”
- “We will begin the evacuation with the students seated in the rear seats. Everyone else should remain seated until it is your turn to leave the bus.”
- “(Student’s name)” will lead you off the bus and to the safe area.”
- “Let’s begin the evacuation starting with the students in the rear seats.”

Driver: You need to be at the back of the bus on the ground or in the rear seat to supervise.

NOTE: Driver instructions in the event of a real evacuation:  
After all students leave, the driver is to walk through the bus and check to see that there are no remaining students. Take the first aid kit and proceed to the student location. If safety permits, return to the bus and set out triangles if needed. Drills taking longer than 3 minutes may need to be repeated.