

SPED Bus Evacuation Drill Verification  
Hall County Schools



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

Date: \_\_\_\_\_

Route Bus Number: \_\_\_\_\_

Route Driver Name: \_\_\_\_\_

Sub Driver Name: \_\_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

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**

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

## SPED Bus Evacuation Drill Verification Directions



Directions: Drivers of all buses including lift buses should read the material below to students and perform an evacuation drill on:

---

### **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,
  - Leave the bus carefully. Do not run or hurry,
  - Leave books, lunch boxes, and other personal belongings on the bus.
  - Stay seated until it is your turn to leave the bus. Wheelchairs will be unloaded immediately after other students leave the bus. If we need to get you out of the bus in a hurry, we may use scissors to cut the straps on your wheelchair."
- "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. We will then evacuate students in wheelchairs on the lift."
- "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. We will then evacuate students in wheelchairs on the lift."
- "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. Once again, we would use the lift to evacuate students in wheelchairs."
- "If we need to evacuate the bus and the lift will not work, I will take you out of your wheelchair and hold you under your arms and move you towards the door. If you are too heavy, I may place you on a blanket that could slide, and move you towards the door head-first using the underarm lift." (Student's upper body needs to be supported at all times.) "I will have someone outside the bus to lower you to the ground. They will hold you under the arms while I hold your legs and we will safely put you on the ground. Then together we will place you with the other students."
- **"Today we are going to practice a front 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 during a real evacuation,
  - Today please take everything with you."
- "We will begin the evacuation with the students seated behind my seat. Everyone else should remain seated until it is your turn to leave the bus."
- "(Student's name)" will lead you off the bus and into the school."
- "Let's begin the evacuation starting with the students behind my seat."

**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.

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