

Jefferson Parish Schools Transportation Department Emergency Drill Report

Emergency evacuation drills MUST be conducted twice each school year for students assigned to each bus route. The first drill should be conducted at the beginning of the school year, during the first semester and submitted to the Transportation Department and school. The second drill must be conducted during the second semester and must be submitted to the Transportation Department and school. Please print a copy of each drill for your records.

PROCEDURE

1. Instruct students in proper evacuation procedures when riding your bus. **SHOW STUDENTS THE LOCATIONS OF EXITS AND PROPER MODE OF OPERATING DOORS, IN THE EVENT THE DRIVER IS DISABLED.** If your bus is equipped with push-out windows and doors, please provide students with the necessary information to ensure a safe evacuation using the push-out windows and doors.
2. Conduct emergency drills on the school grounds after securing permission from the school principal. Select a safe location for each drill.
3. Instruct students to leave all personal belongings on board the bus during the drill.
4. Time each drill.
5. Allow for individual differences in jumping out of the emergency door. Instruct helpers (especially "Safety Patrol Student") to offer a helping hand PALM UP and avoid grasping the student's hand or arm. (Students will hold on if they want help.)
6. Complete the information requested below. Send one copy to the Transportation Department and give one copy to each school listed and retain one copy for your records.

I HAVE REVIEWED ALL EVACUATION PROCEDURES.

Driver's Name

Bus #

Driver's Signature

School	Evacuation Time	Number of Students Participating in Drill	Date of Drill

Copies To: Copy 1/Transportation Department Copy 2/School Copy 3/Driver