



Emergency Evacuation of a School Bus

TRN-P023

1.0 SCOPE:

1.1 This procedure outlines the procedure for emergency evacuation of a school bus.

2.0 RESPONSIBILITY:

2.1 Student Transportation Manager

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

3.1 Chief Operations Officer

4.0 DEFINITIONS:

5.0 PROCEDURE:

5.1 SCHOOL BUS DRIVER

5.1.1 School Bus Drivers will ensure passengers are aware of the location and manner in which to operate all emergency exits, to include but not limited to windows, doors, and roof hatches.

5.1.2 School Bus Drivers will utilize the “Passenger Safety Briefing” and “CMCSS Quarterly Safety Briefing”, which is attached, to provide all students with a general review of safe riding practices, proper loading and unloading techniques, proper street crossing to and from bus stops, and any other rules and procedures quarterly:

5.1.2.1 within the first 10 days after school starts

5.1.2.2 within the first 10 days after Winter Break

5.1.2.3 within the first 10 days after Spring Break

5.1.3 Driver Supervisors will be responsible to collect the forms for each driver assigned to them, and turn in to the Driver Safety Office.

5.1.4 School Bus Drivers will ensure an up to date TRN-F024 Seating Chart, student emergency contact names, and phone numbers are kept on the bus at all times.

5.2 BUILDING ADMINISTRATOR/DESIGNEE

5.2.1 REGULAR EDUCATION STUDENTS

5.2.1.1 Building Administrator/designee will conduct an emergency evacuation of every school bus transporting regular education students assigned to their campus. TRN-F049 School Bus Emergency Evacuation Evaluation Sheet must be completed and forwarded to the Driver Safety Office no later than October 30th.

5.2.2 STUDENTS WITH SPECIAL NEEDS



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5.2.2.1 Building Administrator/designee will conduct a simulated emergency evacuation of every school bus transporting students with special needs assigned to their campus. TRN-F052 Special Needs Emergency Evacuation must be completed and forwarded to the Driver Safety Office no later than October 30th.

5.2.3 INTERACTIONS

5.2.3.1 Other Departments/People

5.2.3.2 Building Administrator/Designee

5.2.3.3 Driver Safety Supervisor

5.2.3.4 Driver Supervisor

6.0 ASSOCIATED DOCUMENTS:

6.1 School Bus Emergency Evacuation Evaluation Sheet (TRN-F049)

6.2 Special Needs Emergency Evacuation (TRN-F052)

6.3 Safety Briefing – external document

6.4 Bus Seating Chart (TRN-F024)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
TRN-F049 School Bus Emergency Evacuation Evaluation Sheet	Driver Safety Office	Maintain Previous and Current School Year	Shredded	Secured Building
TRN-F052 Special Needs Emergency Evacuation	Driver Safety Office	Maintain Previous and Current School Year	Shredded	Secured Building



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8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/1/13		Initial Release
10/6/16	Rev A	Fleet Safety Officer changed to Driver Safety Manager; 5.1.3 & 5.2.1.1 Fleet Safety Office changed to Driver Safety Office; 5.2.1.1 & 5.2.2.1 15 th changed to 30 th ; 6.3 Safety Briefing – external document added; 7.0 Transportation File Room changed to Driver Safety Office
6/9/20	Rev B	2.1 Added “Student”; 5.1.3 Changed “Lead Drivers” to “Driver Supervisors”; 5.2.2.1 Changed “Fleet” to “Driver”; 5.2.3.3 Changed “Manager” to “Supervisor”; 5.2.3.4 Changed “Lead Driver” to “Driver Supervisor”.

***** End of Procedure *****