

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **3000**
CATEGORY: **Business and Non-
Instructional Operations**
POLICY CODE: **3541.6/Emergency Bus
Evacuation**

EMERGENCY BUS EVACUATION

Policy Statement

At least twice during each school year, each pupil shall be instructed in safe riding practices, and/or participate in emergency drills.

Adopted: 7/20/76
Revised: 4/21/98

Guidelines

REAR DOOR EMERGENCY EVACUATION DRILL

A. Elementary Schools

1. Bus will pull to curb upon arrival at school.
2. Safety patrols will be designated in advance by the bus driver to assist students who need help and to lead students away from the bus.
3. Driver will close front door, shut down engine, remove key and proceed to the emergency door at the rear of the bus.
4. The designated patrols will exit the rear door first. Two patrols will stand facing each other outside the rear door to assist students to the ground when necessary. Another patrol will lead the students to a designated safe area away from the bus. A fourth patrol will hold the emergency door open while students are evacuating to make sure students do not go under the door and do not get injured by the door itself.
5. Students should leave books and/or belongings in seats so hands are free and should proceed to the rear door, calmly, one seat at a time beginning from the rear.
6. DIRECTIONS FOR REAR EMERGENCY EXITING:
 - a. Proceed to rear emergency door.
 - b. Sit on floor of bus with feet dangling outside.
 - c. Push off and drop to ground.
 - d. Patrols will assist students who may need help. DO NOT JUMP.

SMALL CHILDREN SHOULD PROCEED AS FOLLOWS:

- a. Sit on back step, arms out. Patrols will help lower student to the ground.

WHEN THE ONLY PASSENGERS ARE KINDERGARTEN, THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED:

- a. Student sits on the back step, arms over head.
 - b. Driver will grab wrists and lower student to the ground.
7. Driver will be the last person off the bus. Before leaving, driver will walk back through the bus to make certain everyone is evacuated.
 8. After everyone is evacuated, the patrol will lead the students back onto the bus through the front door. Students will collect their belongings and exit again, one row at a time, using the normal daily procedure through the front door.
 9. Both the bus contractor and the Board of Education Transportation Department will have personnel on hand to assist the students. A school staff member should be available as each bus is evacuated. In most cases, two buses will be evacuated at the same time.

3541.6/Emergency Bus Evacuation

Guidelines cont'd.

B. Madison/Hillcrest/Trumbull High School

1. Upon arrival at school, the bus will pull to curb.
2. Driver will close door and secure bus. Driver will proceed to the emergency door at the rear of the bus.
3. Students will leave books and/or belongings in seats so hands are free and will proceed to the rear door, calmly, one seat at a time beginning from the rear.
4. DIRECTIONS FOR REAR EMERGENCY EXIT:
 - a. Proceed to rear emergency door.
 - b. Sit on floor of bus with feet dangling outside.
 - c. Push off and drop to ground.

DO NOT JUMP

5. Driver will be the last person off the bus. Before leaving, driver will walk back through the bus to make sure everyone is evacuated.
6. After everyone is evacuated, the driver will return to the front of the bus and open the door so the students may re-board the bus through the front door, collect belongings, and leave the bus using the normal daily procedure through the front door.
7. Both the bus contractor and the Board of Education Transportation Department will have personnel on hand to assist the students. School staff members should be available also.

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