

**3541.6/Emergency Bus Evacuation**

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

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

**EMERGENCY BUS EVACUATION**

**Policy Statement**

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

Adopted: 7/20/1976

Revised: 4/21/1998, 7/9/2019

**Regulations**

I. Emergency Bus Evacuation Drills

A. Elementary Schools

1. Four fifth-grade students will be designated in advance by the bus driver to assist students in exiting the bus and to lead students away from the bus.
2. The driver will pull the bus to the curb upon arrival at the school.
3. The driver will close the front door of the bus, shut down the engine, and remove the key. The driver will then stand, face the students, and review orally the procedures to be followed in the event of an emergency situation that requires them to evacuate the bus. The driver will explain evacuation methods using the front door, the rear door, the side door, the roof hatch, and/or the windows. The driver will then proceed to the emergency door at the rear or side of the bus.
4. The four designated fifth-grade students will exit the emergency door first. Two of those designated students will stand facing each other outside the door to assist students to the ground when necessary. The third designated student will lead the students to a designated safe area away from the bus. The fourth designated student 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 emergency door, calmly, one seat at a time.
6. Directions for Emergency Exiting:
  - a. Proceed to emergency door.
  - b. Sit on floor of bus with feet dangling outside.
  - c. Push off and drop to ground.
  - d. Designated students will assist students who may need help. **DO NOT JUMP.**
  - e. Small children should proceed as follows:
    - i. Sit on back step, arms over head. Designated students will help lower students to the ground.
7. The driver will be the last person off the bus. Before leaving, the driver will walk back through the bus to make certain everyone is evacuated.
8. After everyone is evacuated, the driver will return to the front of the bus and open the door; the four designated students will then lead the other 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 a representative of the school transportation carrier and the Board of Education Transportation Manager will be 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.

B. Middle and High Schools

1. The driver will pull the bus to the curb upon arrival at the school.
2. The driver will close the front door of the bus, shut down the engine, and remove the key. The driver will then stand, face the students, and review orally the procedures to be followed in the event of an emergency situation that requires them to evacuate the bus. The driver will explain evacuation methods using the front door, the rear door, the side door, the roof hatch, and/or the windows. The driver will then proceed to the emergency door at the rear or side of the bus.
3. Students will leave books and/or belongings in seats so hands are free and will proceed to the emergency door, calmly, one seat at a time.
4. Directions for Emergency Exiting:
  - a. Proceed to emergency door.
  - b. Sit on floor of bus with feet dangling outside.
  - c. Push off and drop to ground. **DO NOT JUMP.**
5. The driver will be the last person off the bus. Before leaving, the driver will walk back through the bus to make certain 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 their belongings, and leave the bus using the normal daily procedure through the front door.
7. Both a representative of the school transportation carrier and the Board of Education Transportation Manager will be on hand to assist the students. A school staff member should be available also.

II. Special Circumstances

- A. Special education students, including special education preschool students, will be instructed in safe riding practices, and/or participate in emergency bus evacuation drills, in accordance with their age, developmental level, and special needs.