

RECORD OF BUS SAFETY TRAINING

This form is recommended for use by school district personnel for the purpose of providing verification that school bus safety training is being provided to all potential bus riding students in grades 12 and below as required by Section 27-26 of the School Code of Illinois. It is further noted in 23 Illinois Administrative Code, Section 275.100, that local school boards are responsible for policies, practices, and recordkeeping for this training, which also includes emergency evacuation drills. **When completed, a copy of this form or the recording instrument of the district should be forwarded to the regional superintendent of schools for the county in which the district is located.**

[illegible]

Date _____

District Superintendent/Principal

SCHOOL BUS EVACUATION DRILL

PLEASE READ THE FOLLOWING ALOUD:

Today we are going to practice an emergency evacuation of this bus. You've all had fire drills at school and you know the reason for them is to learn how to get everyone out of the building quickly. Those drills taught you that if everyone stays calm and quiet and behaves in an orderly manner you can get out much faster than if everyone pushed and shoved and crowds the doors. Naturally, we hope that there is never an emergency on this bus, but just like with the fire drills at school, we practice evacuating the bus so everyone knows what to do.

First of all, remember that if I'm hurt, I may not be able to help so you'll have to be able to do this on your own. The bigger kids should help the little ones - and everyone should try to remain calm and quiet.

Let me explain the different ways to leave the bus. Suppose a car hits the back of the bus and you have to evacuate. You would leave by the front door. The door opens like this. (**Show them.**) The ones in the back of the bus are in the most danger so they would get off first. That means the rest of you must stay in your seats until it is your turn. Next suppose the side of the bus is hit. Then you would use both the front and back doors. The ones in front go out the front and the ones in back go out the back. (**Show them how the back door opens.**)

If the front of the bus is hit everyone will go out the back door. This is especially important because the fuel tank is up front and there is a chance of fire by the front door. This time the ones in front get off the bus first and the rest wait their turn.

In a very bad accident, it is possible that neither door can be used. You will then have to use the emergency windows on the sides. These have large red handles and open by lifting those handles. If you are sitting by one of those windows, you may open them now. Push on the bottom to swing them out - but you would have to be very careful if you had to jump out.

Also, all the windshields and the windows in back can be kicked or pushed out by bigger kids or adults. You could also use a heavy object like the fire extinguisher to smash out some side windows - but only as a last resort.

You can also use the two-way radio to call for help. All of these things may have to be done without any help from me.

Today we are going to practice going out the back door. It is a big step down, so we have some help from the school just for this practice. (If no one is there, assign two big kids to help outside the bus.) I would like the kids in the last seats to remind everyone not to hit their heads above the door. When you get to the back, sit on the floor and dangle your legs out the back and push off. **DON'T JUMP OUT!** It's a long way down and the driveway is hard.

The front row of seats will leave first, then the second row, then the third, and so on to the back of the bus. The seats on the driver's side will leave first when I say go. Leave all your books and things on the bus. When you get off, go around to the front where I'll be talking about some other important things.

Are there any questions?

Now for the drill.

Everyone wait until it is your turn to get up.

Keep your legs and feet out of the aisles.

The front row will leave first, then the second, and so on.

Be careful getting off the bus.

GO.