

Spotsylvania County Schools
Office of Transportation Services
6921 North Roxbury Mill Rd., Spotsylvania, VA 22551
Telephone: (540) 582-5125 - Fax: (540) 582-8571
School Bus Emergency Evacuation (BACK DOOR)

<u>HIGH SCHOOL:</u> ___ Chancellor ___ Courtland ___ Massaponax ___ Riverbend ___ Spotsylvania	<u>MIDDLE SCHOOL</u> ___ Battlefield ___ Post Oak ___ Chancellor ___ Spotsylvania ___ Freedom ___ Thornburg ___ Ni River	<u>ELEMENTARY SCHOOL</u> ___ Battlefield ___ Lee Hill ___ Berkeley ___ Livingston ___ Brock Road ___ Parkside ___ Cedar Forest ___ Riverview ___ Chancellor ___ R. E. Lee ___ Courthouse Road ___ Salem ___ Courtland ___ Smith Station ___ Harrison Road ___ Spotswood ___ JJ Wright ___ Wilderness
<u>TYPE OF EVACUATION</u> ___ FRONT DOOR ___ SPLIT DOOR (Front and Back Doors) <input checked="" type="checkbox"/> BACK DOOR		

(Please indicate by circling with a YES or a NO)

Date: / / 2009-2010	Bus #:	DRIVER'S NAME:	<input type="checkbox"/> Driver <input type="checkbox"/> Substitute
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NAME OF DESIGNATED OBSERVER:

Circle one	Bus Drill Evaluation Guidelines
YES / NO	Driver secured bus, turned engine off, turned on 4-way hazard. (If equipped with Alarm System, De-Alarmed bus.)
YES / NO	Driver announced to students that they will be doing an emergency BACK door evacuation drill. Reassured students to remain calm. Driver should stand between the first two seats (closest to the drivers seat) and face the students when giving instructions.
YES / NO	Chose two (2) reliable students to help other students evacuate. Helper's need to be old enough and mature enough to assist the students on the bus. (Please stress the importance of this drill.)
YES / NO	Driver instructed students to leave personal belongings (books, backpacks, pocketbooks) on the seats. Informed them that they will be allowed to reload the bus to get their belongings after completion of the drill.
YES / NO	Driver Instructed students to safely exit the bus and allowed the designated helper's to assist them.
YES / NO	Helper's stood on each side of the BACK door, reminded each student to SIT and SLIDE , and assisted each student off the bus.
YES / NO	Driver evacuated students to exit seat by seat.
YES / NO	Driver checked all students had exited the bus, announced to helper's, the bus is clear and secured the rear door.
YES / NO	Driver de-activated four way hazard lights, ACTIVATED RED WARNING LIGHTS , allowed students to re-load the bus, and return to their seats.
YES / NO	Driver allowed students to exit the bus with RED WARNING LIGHTS ACTIVATED .
YES / NO	Dismissed students for school with RED WARNING LIGHTS ACTIVATED .
YES / NO	THE BUS EVACUATION DRILL WAS SUCCESSFULLY COMPLETED BY THE DRIVER.
YES / NO	THE BUS EVACUATION DRILL WAS NOT SUCCESSFULLY COMPLETED BY THE DRIVER.

Evacuation drills are not to be practiced by any student who has an injury or condition that would prohibit him or her from performing the practice safely. Evacuation drills are to be practiced by special Needs students.

PLEASE RETURN COMPLETED FORMS TO PUPIL TRANSPORTATION-ATTN. KATHERINE NICHOLSON