

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Emergency School Bus Evacuation**

EFFECTIVE DATE: **April 15, 2004**

SUPERSEDES: January 8, 1997

CROSS REFERENCE:

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The Eastern School District Board will provide a safe transportation system through the use of government-approved vehicles. The Board will require each bus driver to carry out and report on an emergency evacuation procedure as outlined in the following:

1. Each bus driver shall maintain a list of the students who are being picked up at each stop. A copy of this list shall be provided to the school(s) prior to October 15 of each school year.
2. On one occasion prior to October 30 of the school year, and again between February 1 and March 31, each driver shall conduct an emergency evacuation drill involving each group of students being transported
3. Each driver shall develop an emergency route for front exit evacuation and an emergency route for rear exit evacuation as outlined in the video "School Bus Evacuation."
4. Each driver shall appoint two student leaders who will assist in an emergency bus evacuation.
5. Each driver shall report the details of the bus evacuation drill and have this verified by the Principal of their base school, using the prescribed form.

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