

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Business and Administrative Services

- **Transportation**

**Regulation: STUDENT SAFETY: SCHOOL BUS
EVACUATION PROGRAM**

**Regulation Code: BA-8.6.5
Policy Code Reference: BA-8.6
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This Administrative Regulation is written in accordance with the guiding principles of Policy No. BA-8.6, Transportation: Student Safety.

For each school year at least one (1) bus evacuation drill **MUST** be completed, for all elementary school children in accordance with these guidelines

- Student Transportation Services is to identify, for the operator and the school principal, the bus operator(s) assigned to each elementary school;
- the assigned operator(s) is requested to consult with the school principal in establishing an appropriate date/time schedule to conduct the bus evacuation drills for all students in the school, with a copy of this schedule being forwarded to Student Transportation Services;
- the drills must be conducted on school property in a safe location, at a convenient time for all, prior to 1 December;
- the operator shall provide the appropriate vehicle(s), properly equipped and in order to expedite the process, it is recommended that as many students as possible be put through the drills at one time with students travelling as a class and accompanied by appropriate school staff;
- the operator shall be responsible for providing the required instruction and the schools shall be responsible for showing an evacuation video just prior to the date of the evacuation drill;
- the company name, date, time and location of every drill shall be recorded on company letterhead with the operator/instructor and principal signing the form, and upon completion of the bus evacuation drill(s), a copy of the completed form shall be forwarded by the operator to Student Transportation Services; and
- Student Transportation Services Route Supervisors may be available, as a resource as arranged through the Student Transportation Services Operations Manager.

Note: It is imperative that each driver receive the practical experience of conducting an evacuation drill.

Established: 25 May 2000

Revision Dates: 28 September 2006