Responsibility: Coordinating Superintendent, Business Services & Treasurer of the Board

Legal References:

Related References: Administrative Procedure 4260 - Student Transportation
Board Policy 4009 – Student Transportation
Board Policy 6001 - Code of Conduct

Revisions: August 2019

Reviewed: March 2016

1. Preamble

The procedure that follows provides guidelines and expectations for the administration of school bus evacuation drills.

2. Procedures

2.1 There should be at least one school bus evacuation drill in October of each school year for all transported students on all regular school bus/school purpose vehicles providing student transportation to a school.

2.2 For primary and junior elementary students (K to 6), it is recommended that their drill be preceded by a classroom discussion and/or assembly to discuss the basics of bus safety, and to view a safety video. This can be followed by an actual drill using their regular vehicle and normal driver (including school bus patrols, if applicable).

2.3 For senior elementary students, an assembly to show the video and then a practice session should be sufficient.

2.4 For secondary students, a review by their bus driver on the vehicle regarding the existing exits and the procedure to be followed in the event of an incident should be sufficient.

2.5 Student Transportation Services of Waterloo Region will facilitate the delivery of bus evacuation training by the bus operators’ staff.

2.6 It is not expected that Special Needs students or students on lift equipped vehicles (i.e., students in wheelchairs or similar) would undertake this drill.