



## Administrative Procedure 4240

# SCHOOL BUS EVACUATION

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.