



# Administrative Procedure 4240 SCHOOL BUS EVACUATION

Responsibility: *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, October 2023*

## 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 students, including all ambulatory elementary students. Students with special needs and students who travel on lift equipped vehicles may be excluded from this drill.
- 2.2 For primary and junior elementary students (K to 6), it is recommended that a classroom discussion and/or assembly be held to discuss the basics of school bus safety and to view the safety video. This should be followed by the evacuation drill coordinated with the designated bus operator.
- 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 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 school bus evacuation training by the school bus operators' staff.