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<p style="text-align: center;">Ref #: 1303.74(b); DCL 1240-04-01-17(3)(d)(3), p. 53</p>	<p style="text-align: center;">Policy Council Approval Date: 10/23/18</p>

COMPONENT: TRANSPORTATION

SUBJECT: BUS EVACUATION

PERFORMANCE OBJECTIVE: To establish a procedure for evacuating a Head Start bus in an emergency situation.

POLICY AND PROCEDURE:

When you are in an accident or if you think there is a danger of fire on your bus, you must evacuate your passengers. The more you practice, the faster you become in case of a real emergency. Practice drills will be conducted at least once a month. *The Bus Evacuation Drill Control Sheet* will be filled out at the time of the practice drill and posted in the center on the Emergency Board. Practice drills should be conducted in a safe place.

Once you determine that evacuation is necessary you should:

- Work quickly and calmly.
- Stop the bus in the safest possible place-**USE YOUR PARKING BRAKE!!**
- Turn off the ignition and take the keys.
- If there is a possibility of fire **DO NOT USE EMERGENCY LIGHTS!**

The driver should stand – face the children and give very specific instructions in a calm voice.

Then proceed to encourage them to “do a good job – the best they can, etc.”

- Tell your children where to exit (front door, back door or both doors). **OPEN ALL DOORS.** Identify the children who are to exit by the rear door and those who are to exit by the front door. (If both exits are being used).
- Tell the children where to go after they exit (get them away from the bus at least 100 feet).
- Do not allow pushing. Exit one at a time.
- Check the bus to make sure all children are off - count the children before and after they exit the bus.
- Driver, take the bus log with you - count the children to ensure all children are accounted for.

- Buses will be equipped with Hold-A-Ring rope, to assist in leading the group in heavy traffic areas. **Hold-A-Ring rope will be used during bus evacuation drills.**

PROCEDURE FOR FRONT DOOR EVACUATION

- The monitor/volunteer will dismiss children from the rear of the bus – working his/her way from the rear to the front of the bus.
- The driver will open the front door.
- Alternate and dismiss children by row – **recheck** to make sure **all** children have been evacuated.
- Driver should get off the bus and assist the children off. The driver will determine where the children should go as they get off the bus (at least **100 feet** from the bus).

PROCEDURES FOR REAR EMERGENCY EVACUATION

- The monitor will open the emergency door and will evacuate the children off the bus.
- The driver will dismiss the children from the front of the bus – working his/her way from front to back. **Recheck** to ensure **all** children are off the bus.
- Alternate and dismiss adjacent rows of children, keeping the line moving at the rate that the monitor/volunteer can lift children off.
- The monitor will determine where the children should go as they get off the bus (at least **100 feet** from the bus).

PROCEDURE FOR EVACUATION – USING BOTH EXITS

- The driver will open the front door and the monitor will open the rear emergency door.
- The monitor will get off at the rear of the bus and will lift the children off from the back of the bus. The driver will go 2/3 of the way back of the bus and direct children to the front or rear of the bus (rear 1/3 of the bus uses the rear exit). The monitor will determine where children go as they exit. The driver should check **ALL** seats to be sure that **ALL** children are off the bus.