

TRANSPORTATION - EVACUATION PRACTICES

Background

To ensure the maximum safety of the students transported by school buses, the Division requires that bus drivers practice emergency evacuation in accordance with the following procedures.

Procedures

1. All regular bus drivers are required to practice an emergency evacuation during the month of September of each year and at one (1) other time throughout the rest of the school year at the discretion of the bus driver.
2. To ensure student safety, the evacuation of the school bus shall occur at the school site away from traffic.
 - 2.1 If an evacuation cannot be undertaken in safety at the school site, the bus driver is to consult with the Director of Transportation and determine a suitable alternate location for the practice.
3. Students should practice front door, rear door, and front and rear door evacuations so they are familiar with all three methods.
4. The Principal, the families and the Director of Transportation need to be notified **in advance** regarding the time the bus driver will be scheduling the practice evacuation of the bus.
5. The bus driver is to record the date of the emergency evacuation practice on the *Transportation - Evacuation Drill* (form 554-1) and return the completed form via division courier to the Transportation Department office.
6. When students with severe needs or those requiring wheelchair accessibility or adult assistance will be participating in an evacuation practice, the bus driver is required to speak to the School Administrator(s) in advance to ensure adequate support is available for the student to be able to successfully complete the evacuation process.
 - 6.1 Buses that are equipped with wheelchair lifts and have students in wheelchairs that ride the route will need additional evacuation practice. Students need to be able to use the lift in an emergency situation, as well as know how to safely evacuate a student with mobility limitations when the wheelchair lift is not safe for use.

Reference: Section 52, 53, 59, Education Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 96/2019, up to and including amendments to 67/2023

Forms: Transportation - Evacuation Drill (554-1)

Amended: June 2023