

## EVACUATION PROCEDURES FOR ACTIVITY AND FIELD TRIPS

In order to ensure the safety of school bus passengers in an actual emergency every school bus driver assigned to transport students on activity trips or field trips, shall ensure emergency procedures are discussed prior to each trip. A teacher, coach, or chaperone shall be designated as the trip leader for each bus.

The trip leader must be knowledgeable of at least the following:

- A. Know how to set the parking brake, turn off the engine, turn on warning flashers and to call in on the radio or other means, and report the incident to the Transportation Department, in case the driver is unable to do so.
- B. Be able to lead passengers to a safe location at least 100 feet from the bus and to take the first aid kit off the bus.
- C. Ensure two (2) passengers are assigned to stand outside the bus, next to the front door and the rear door, to help students exit the bus and for taking the fire extinguisher in case of a bus evacuation.

The following information shall be discussed and/or demonstrated prior to each activity trip or field trip to each trip leader/chaperone.

- A. Location and use of the fire extinguisher.
- B. Location of the first aid kit.
- C. Location of the warning reflectors.
- D. Location and use of all emergency exits.
- E. How to shut off the engine and set the parking brake.
- F. How to open the service door, to include, safety releases on manual, air or vacuum doors, if so equipped.
- G. Instruct passengers to keep aisles clear at all times and not to block emergency exits.

The school bus shall not be operated if the aisles or emergency exits are blocked.