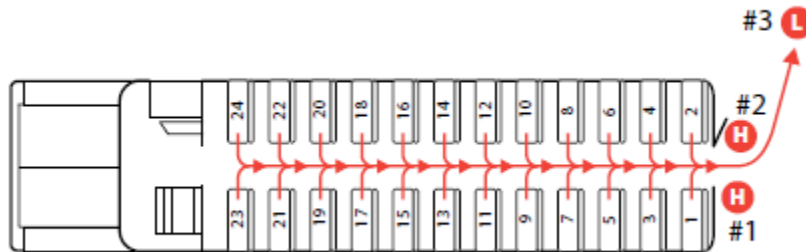


## Bus Evacuation Quick Reference Guide

### Bus Operator Responsibility:

- The bus operator will communicate the expectations of students during the evacuation prior to the date of the evacuation
- The bus operator will assign two students for suitable helpers to assist with the rear door evacuation, student #1 and #2
- The bus operator will assign one student as the leader to the muster point, student #3



- The bus operator will have a form for use on evacuation day

### Student Responsibility:

- The student will have their hands free, and will not take anything off the bus
- When at the rear door will assume the skier stance: knees bent, one foot slightly forward, arms bent at elbow and hands in a fist, body slightly bent at waist
- Helpers will reach up, one hand cupping the elbow, and the other gripping the wrist firmly; when this has been achieved they will say "NOW"
- The student will push off with back leg and will **step** down to the ground
- The helpers do not pull the student from the bus, and do not let go until they have firm footing on the ground
- Proceed to muster point, 35 metres away from the bus

### School Responsibility:

- The school will assign 1 staff member to each bus to observe, time the evacuation and complete the bus evacuation form
- At schools with K-4 students a supervisor may be requested to assist with rear evacuation
- The school will supply watches to time the evacuation
- The school will let staff know that students may be late for class
- The school in partnership with transportation and bus operators will set the date of the evacuation with bus operators– this is often done at the school start up meetings

## **Transportation Services Responsibility:**

- Transportation will inform the school office staff of the bus evacuation schedule for their awareness of late students and buses with shared school locations
- Transportation in partnership with the schools and bus operators will set the date of the evacuation with bus operators– this is often done at the school start up meetings

## **Frequently Asked Questions:**

### **1. How often are bus evacuations held?**

- All regular route buses will do a rear door evacuation each year
- Special education buses without wheelchair students will do a front door evacuation, or may discuss the process of an evacuation with student if more appropriate

### **2. When would a bus evacuation be required?**

Emergencies can arise from various situations. Examples include traffic accidents, fires, a chemical spill, or severe bus mechanical issues that pose a safety risk.

## **Helpful Videos**

[Front Door Evacuation](#)

[Rear Door Evacuation](#)

[Split Door Evacuation](#)