

**SCHOOL BUS DRIVER
EMERGENCY EXIT DRILL CHECKLIST**

An emergency evacuation drill will be conducted once a month. It is the responsibility of each driver to keep a record of each emergency drill, and return it to the Transportation Manager.

CHECKLIST FOR BUS DRIVERS ITEMS

ITEMS TO COVER	CLASS 1	CLASS 2
A short explanation of why it is necessary to conduct exit drills		
Shut off motor, put bus in park, set emergency brake, Remove ignition key		
Stand, open door, face the students and get their attention		
Review with passengers: safe riding practices, safety procedures for boarding and exiting the bus, crossing the street, and recognizing danger zones		
Instruct adult to get emergency equipment and help. (If adult is available)		
Instruct and assign adults to open exit doors. (If adults are available)		
Assist students in leaving, starting with the right front seat working back to the last seat on the bus. (Checking each one on the way out for injuries)		
Timing each drill, from start of drill to when students are away from the bus.		

DATE OF DRILL _____

DRIVERS NAME _____

LOCATION _____

BUS NUMBER _____

STUDENT COUNT _____