Bus Driver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bus Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trip Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before departing for an activity or field trip, instruct students in safe riding practices and the location and operation of emergency exits.

**Instruct Students On:**

|  |  |
| --- | --- |
|  | Two-way radio operation |
|  | First Aid Kit Location |
|  | Fire extinguisher location |
|  | Seat belt cutter location and use |
|  | Manual operation of front door release location and use |
|  | Emergency brake and engine shutdown in case of driver incapacitation |
|  | Emergency exits location and use |

# Educate Students On:

* Why we might choose to evacuate. (Safer on or off the bus?)
* How to choose an emergency exit. (Preference of ease/conditions)
* Why staying calm, quiet, and leaving belongings behind is important.
* What a Safe Zone-Assembly Point is (How far from the bus, out of the road, etc).
* If the driver becomes incapacitated, show students how to secure the driver compartment and immediately use the two-way radio or cell phone to call dispatch or 911.

# Drivers should ensure the following:

* Plans are in place for evacuating pre-school age children, children with disabilities, and children with wheelchairs or other medical needs.
* Emergency services phone numbers and student emergency contacts.
* Accident forms for documentation (i.e., riders’ names/positions, insurance forms, and emergency sign-out forms).

Driver Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chaperone Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return this form to the Director of Transportation**.