

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1303 Financial and Administrative Requirements

Subpart: F-Transportation

Section: 1303.74 Safety Procedures

Subject: Bus Evacuation

Policy:

Bus evacuation drills will be held at least twice per program year for centers without regular transportation. Centers with regular transportation will be required to conduct three drills during the program year. The first of these drills must be performed within the first 30 calendar days of school operation.

Procedure:

1. All drills will be planned in advance. A briefing session for monitors and drivers will be held before the drill.
2. Children will participate in the evacuation drills with emphasis on the following:
 - Stay in seats until the driver and monitor gives order to evacuate.
 - Walk quickly, do not push, be quiet, and let those closest to the exit out first.
 - Leave everything behind to keep your hands free (except coats in cold weather).
 - Move away from the bus as soon as you are out, so others can get out behind you.
 - Gather and stay with your group (at least 100 feet from the bus).
3. Before the drill, children are instructed on where to meet after leaving the bus.
4. Written documentation of each drill must be kept on file including the number of children participating, time, date, how long evacuation took, and any problem areas noted.