



DENVER PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
SCHOOL BUS EVACUATION DRILL VERIFICATION FORM
FRONT EXIT EVACUATION
FALL SEMESTER ()

Route Number	School Served	Child Count	Date of Drill

Bus Number _____ Terminal: _____ HT _____ NE _____

Driver's Name _____
(PLEASE PRINT)

Para's Name _____
(PLEASE PRINT)

PLEASE ENTER REQUIRED INFORMATION IN THE BLANK SPACES PROVIDED.

Complete this form by: _____ And turn it in to your Supervisor at the Hilltop/Northeast Terminal. Please turn in only when all required schools have been completed.

Driver's Signature: _____ Date: _____

Received By: _____ Date: _____
Supervisors Signature



DENVER PUBLIC SCHOOLS FRONT EMERGENCY EXIT EVACUATION DRILL

Once each semester, in compliance with state regulations, all drivers are required to conduct an emergency evacuation drill with EACH LOAD OF STUDENTS TRANSPORTED TO SCHOOL. The evacuation drill is to be conducted at the regular unloading area at each school. This scheduled drill will be performed out the **FRONT DOOR**.

SCHOOL BUS EVACUATION DRILL

Set the parking brake; place the transmission in park or neutral. Take your keys.

1. Today we are going to perform an emergency School Bus Evacuation Drill.
2. We will exit out the **front door**. There are other ways to get out of the bus in case of an emergency, *(identify the location of all emergency exits)*
3. I would like to show you a few things that you need to know in case of an emergency.
 - a. Radio *(operation, how to call for help)*
 - b. Fire extinguisher *(location)*
 - c. First Aid Kit *(location) what inside.*
 - d. Parking Brake *(how to stop the bus)*
 - e. How to open the front door. *(and air release)*
4. As we evacuate you must leave coats, books, backpacks, all personal possessions on the bus at the time of evacuation.
5. Stay calm; you will exit the bus starting from the front seats, one side at a time. *(the driver will assist with this)* Please watch your head as you exit. *(driver will count the students as they depart the bus)*
6. *(pick a student to lead everyone to a safe location 100 feet away from the bus)* You will follow *(Identify another student or adult)* to the safe location.
7. When you get to the stairs please use the hand rail. Once you have exited the bus, go to the designated location, do not leave until your driver has dismissed you.

Driver: stay in the bus releasing one seat a time, starting from the front. Once all have departed, check the bus and verify that all students are off, and then exit out the same door as the students. Count all of the students once outside. Allow all the students to go back to the bus to retrieve their property.