



DENVER PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
SCHOOL BUS EVACUATION DRILL VERIFICATION FORM
REAR EXIT EVACUATION
SPRING 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

DPS TRANSPORTATION SERVICES

General Procedures for Evacuations –Rear Door

Follow these general procedures in any evacuation.

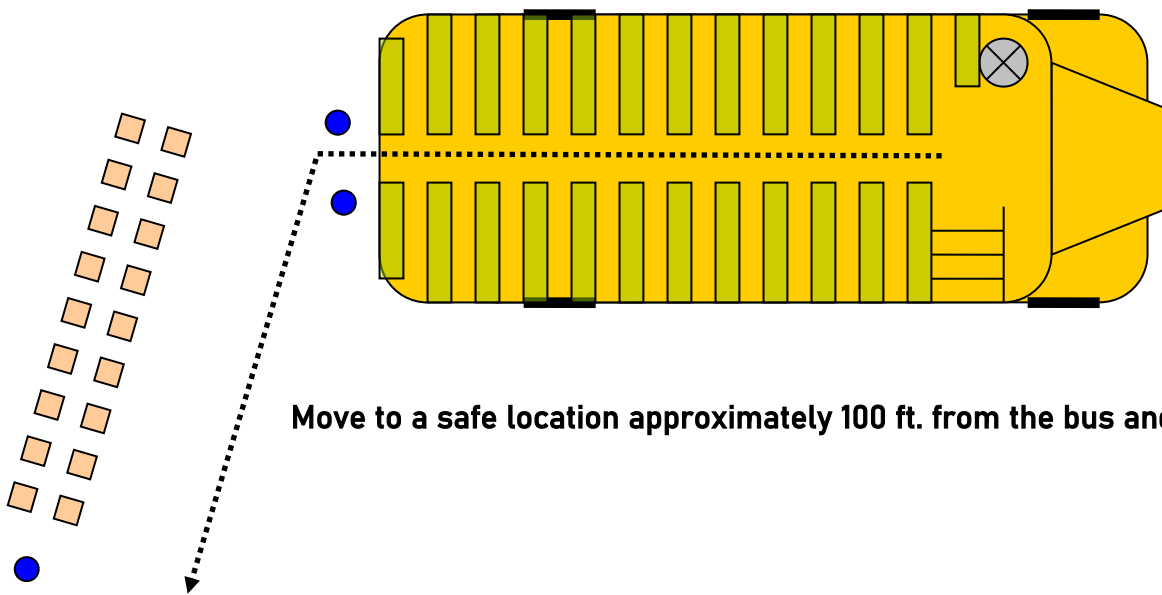
Secure the Vehicle

1. Set Parking Brake.
2. Put transmission in neutral or Park (if so equipped).
3. Turn off engine.
4. Turn on 4-way Hazard lamps (if operable).
5. Test front service door to see if it is working before making any announcements.
6. Stand and face students.
7. Get students attention – speak clearly and concisely.
8. Evaluate the situation.
 - a. Injuries?
 - b. Which exit is best to use?
 - c. Determine a safe waiting area.
 - d. Citizen assistance.

Evacuating Out the Rear Door

1. Announce: “**Remain seated – emergency evacuation, rear door.**” Tell students location of the safe waiting area which is approximately 100 feet or more from the bus and roadway. Students should be supervised. Know and follow the Evacuation Plan in route book.
2. Evacuate the bus by dismissing students.
 - a. Designate two students or paraprofessional to help with safe exit out rear door, they will evacuate first. (Check Evacuation plan)
 - b. Instruct students to sit and scoot when exiting.
 - c. Begin at the rear of the bus, starting at the right side. Move to the front, alternating side to side.
 - d. Let out only one row at a time, until you reach the rear of the bus.
 - e. If the situation permits, give the first aid kit(s), fire extinguishers, and emergency triangles to the last two students before they exit the bus.
3. Return to the rear and check each seat to be certain all students have evacuated.
4. Render first aid if necessary.
5. Account for all students.
6. Notify the proper authorities as soon as possible.

DIAGRAM OF REAR DOOR EVACUATION



Move to a safe location approximately 100 ft. from the bus and roadway.