



**TRANSPORTATION PROCEDURE**  
**SECTION 100 GENERAL**  
**123 ENROUTE EVACUATION DRILLS**

**NWOSSC 123**

### **Statement and Rationale**

In the interest of student safety, school bus evacuation drills will be performed a minimum of two (2) times per school year. Evacuation drills provide an opportunity for drivers and students to experience and practice emergency evacuation procedures in a controlled environment.

### **Procedure**

#### **1.0 Bus Evacuation Process**

Bus evacuations are completed following established internal operating procedures. Internal operating procedures and training resources will be updated as needed to remain current with industry best practices, as well as federal and provincial regulations and guidance.

Detailed internal procedures and evacuation plans are developed annually for Universal Bus routes and students with special needs.

New bus driver training will include evacuation procedures, and Bus Operators will review these with all Drivers twice annually.

#### **2.0 Enroute Evacuation Drills**

Enroute evacuation drills are completed during the course of regular bus runs, and will require buses to pull over at a pre-arranged, controlled location. Drills will involve a physical evacuation wherever possible. If a physical evacuation is not possible for any reason, drills will be completed as a narrative explaining the process.

In order to be most effective, students and parents/guardians may not be made aware of drills ahead of time. School administrators and other community stakeholders will be notified as outlined below.

### 3.0 Timing

Enroute bus evacuation drills will be completed twice annually, generally in the fall and spring, as scheduled by the Consortium.

Evacuation drills will be completed during the a.m. bus run to avoid conflicting with the Consortium's Visible Parent/Guardian procedure.

### 4.0 Communication

School administration and local police services will be notified in advance of enroute evacuation drills.

The Consortium will issue alerts to stakeholders the day of the drill.

Date Last Reviewed	October 2020
Date First Approved	2014
Associated Policies/Procedures	
References	