**COLUSA UNIFIED SCHOOL DISTRICT**

**Bus Safety Drill Checklist / Compliance Form**

**Instructions to driver / attendant:** Use this checklist as a guide when conducting a bus safety drill.

 **Tip:** Strongly encourage active student participation in the drill – don’t just lecture at them!

 **Note:** Before the drill, select 2 reliable student helpers to assist you.

⁪ **Introduce The Drill.** Explain why drills are conducted; stress the importance of following driver directions in an emergency; introduce your student helpers (before the drill, select two reliable students seated near the rear of the bus who ride most of the route).

⁪ **Ridership Rules.** Read aloud and briefly discuss the posted bus rules (stress the why’s). Discuss disciplinary consequences for students who refuse to follow the bus rules. Explain the use of camera systems on the buses.

⁪ **Emergency Equipment and Exits.** Have students point out the location of all emergency equipment – extinguishers, first aid kit, reflectors, etc. – and point out and open all exits. Don’t forget the passenger door. Explain the danger of playing with emergency exits. Discuss the emergency parking brake system and demonstrate how it works. Give scenarios of when a student may need to use the emergency stopping system.

⁪ **Disabled Driver.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the driver’s phone / radio.

⁪ **Practice Evacuation.** To prevent injuries, demand order during evacuation practice. Student helpers should serve as outside “spotters” during the evacuation practice. Require all students to sit and slide from the emergency door – never let students jump out the door or engage in horseplay during practice. Students should leave book bags and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to buddy up. Younger students should hold hands as they move away from the bus. (Note: Shut off and secure the bus, and activate red flashers during the evacuation practice.)

⁪ **Safe Loading and Unloading Demonstration.** After the evacuation practice is over, gather students in front of your bus and demonstrate the safe crossing rule. (Have students participate in red light escort by driver.) Let students point out danger zones and explain any that they may have missed. Review the districts Safe to Cross and Danger Go Back instructions. Explain why we don’t use hand signals. Remind students to never try to retrieve something they’ve dropped near the bus, and never to run after a missed bus; explain the dangers of drawstrings or other dangling clothing; discuss the special dangers of loading and unloading in severe weather conditions.

**⁪ Passenger Restraint Systems.** Discuss and have students perform proper fastening and release of the passenger restraint system. Demonstrate acceptable placement of passenger restraint systems on pupils. Explain to students their responsibility of wearing the passenger restraint system and the consequences if they choose not to wear the passenger restraint system. Explain to students when they should fasten their passenger restraint system and when it should be removed.

**Driver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Attendant Name \_** **\_\_\_\_\_\_\_\_\_\_\_\_**

**Bus # \_\_** **\_ Date/Time of Drill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level \_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Time: \_\_\_\_\_\_\_\_\_\_\_ Pupils Taught \_\_\_\_\_\_** **\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**