

BUS OPERATOR EMERGENCY DRILL REPORT FORM T-9

LOUISIANA DEPARTMENT OF EDUCATION		
FORM T-9		
This form is due to the Transportation Department by:		
Month	Day	Year

**SCHOOL/SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT:**

Name of Bus Operator (Please Type or Print)	Bus No.:	Date Of Report:
--	-----------------	------------------------

Procedure:

1. Instruct students in proper evacuation procedures when riding your bus. Show students the locations of exits and proper mode of operating doors, emergency windows and escape hatches in the event the operator is disabled.
2. Conduct emergency drills on the school grounds after securing permission from the school principal. Select a safe location for each drill.
3. Instruct students to leave all personal belongings on board the bus during the drills. Require students to exit the front door, then the rear door and then the front and rear doors simultaneously, as required by the Louisiana Department of Education.
4. Time each drill, average the times of the three drills and record the average times in the proper space below.
5. Allow for individual differences in jumping out of the emergency door. Instruct helpers to offer a helping hand palm up, and avoid grasping the student's hand or arm. (Students will hold on if they want help.)
6. Fill out the information requested below and send the report to the transportation department.

Name of School:		Drill Date:	
Where Held: <input type="radio"/> On Campus <input type="radio"/> Off Campus	Number of Students:	Avg* Evac Time:	(Min)
Comments:			

Name of School:		Drill Date:	
Where Held: <input type="radio"/> On Campus <input type="radio"/> Off Campus	Number of Students:	Avg* Evac Time:	(Min)
Comments:			

Name of School:		Drill Date:	
Where Held: <input type="radio"/> On Campus <input type="radio"/> Off Campus	Number of Students:	Avg* Evac Time:	(Min)
Comments:			

*(Record the average time of the three evacuation drills: front door only, rear door only and front and rear simultaneously.)