KANSAS STATE DEPARTMENT OF EDUCATION

SCHOOL BUS EMERGENCY EVACUATION DRILL RECORD

This form may be used to document mandated school bus evacuation drills. These drills shall be conducted at least once each semester. Include service door operation instructions with every drill

USD: _____ School Year: _____ District/Contractor Name: _____

Notes: _____

	Semester	Date of Drill	Bus #	Front / Rear Door	Bus Driver Name	Review of District's Emergency Procedures & Instructions w/Students	Number of Students Participating in Drill	Supervising Personnel
1	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
2	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
3	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
4	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
5	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
6	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
7	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
8	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
9	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
10	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
11	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
12	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
13	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
14	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
15	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		
16	1 ☐ 2 ☐			F ☐ R ☐		YES ☐ NO ☐		

Include Service Door Operating Instructions With All Evacuation Drills And Activity Trip Emergency Explanations

KAR 91-38-9. Emergency procedures. (a) Each governing body shall adopt procedures to be followed by school transportation providers if confronted with an emergency situation when on the road. (b) Each governing body shall ensure that students who are regularly transported to andfrom school in a school bus receive instruction, at least once each semester, about practices and procedures to follow if an emergency occurs while being transported. (c) Each governing body shall ensure that emergency evacuation drills are conducted at least once each semester. Each emergency evacuation drill shall be supervised by the transportation supervisor or the supervisor's designee. (d) The transportation supervisor shall prepare documentation of each emergency evacuation drill, including the date of the drill, number of student participants, and the names of the supervising personnel. This documentation shall be kept on file for at least two years from the date of the drill. (e) Before each activity trip, the driver shall provide an explanation of the location and operation of the emergency exits of the bus. This regulation shall be effective on and after July 1, 2000. (Authorized by and implementing K.S.A. 1998 Supp. 8-2009; effective July 1, 2000.)