

RE: Transportation Department

Date: October 2019

Transportation is conducting bus evacuations for schools in our districts.

These evacuations are to be held during the months of September, October and November during the morning while school is in session at each school site. This drill will take approximately 15-30 minutes per school bus.

The bus driver will follow these procedures;

- 1). Demonstrate the location of first aid kit. Appoint a pupil to be in charge if needed.
- 2). Demonstrate the location of the fire extinguisher. Appoint a pupil to be in charge if needed.
- 3). Demonstrate the location of road side reflectors. Appoint a pupil to be in charge if needed.
- 4). Explain the proper use of the two-way radio. (Hold button in, call Dispatch Office, then release button to allow Dispatch to respond.)
- 5). Explain how to set the parking brake and turn the engine off.
- 6). Explain the proper exiting through the side doors or the rear door. (Leave all belongings on the bus.)
- 7). Do not allow the pupils to exit without bending at the knees and sitting on the floor to slide and holding onto the hand of the person on the ground.

In the coming up week we are getting prepared for the early release week that is occurring during October 7<sup>th</sup> through 15<sup>th</sup> 2019. During this time some school routes will be combined increasing the time of which they are projected home.

- DPE and Marks will be transported by five buses.
- Bryant will be transported home by five buses.
- High School will be transported by five buses.

All schools will be transported by their own grades.

This will affect every day except Wednesday.

Thank you to all staff for all that you do every single day. The students really appreciate the dedication and commitment everyone puts in.

Isaac Juarez

Transportation Supervisor