



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

---

**Section:** Business and Administrative Services

- Transportation

**Regulation:** STUDENT SAFETY: SCHOOL BUS  
EVACUATION PROGRAM

**Regulation Code:** BA-8.6.5

**Policy Code Reference:** BA-8.6  
Page 1

---

This administrative regulation is written in accordance with the guiding principles in Board Policy No. [BA-8.6, Transportation: Student Safety](#).

For each school year at least one bus evacuation drill MUST be completed, for all elementary school children in accordance with these guidelines:

- Student Transportation Services of Central Ontario (STSCO) is to identify, for the operator and the school principal, the bus operator(s) assigned to each elementary school;
- the assigned operator(s) is requested to consult with the school principal in establishing an appropriate date/time schedule to conduct the bus evacuation drills for all students in the school, with a copy of this schedule being forwarded to STSCO;
- the drills must be conducted on school property in a safe location, at a convenient time for all, prior to December 1;
- the operator shall provide the appropriate vehicle(s), properly equipped, and in order to expedite the process, it is recommended that as many students as possible be put through the drills at one time with students travelling as a class and accompanied by appropriate school staff;
- the operator shall be responsible for providing the required instruction and the schools shall be responsible for showing an evacuation video just prior to the date of the evacuation drill;
- the company name, date, time and location of every drill shall be recorded on company letterhead with the operator/instructor and principal signing the form, and upon completion of the bus evacuation drill(s), a copy of the completed form shall be forwarded by the operator to STSCO; and
- STSCO Route Supervisors may be available, as a resource as arranged through the STSCO Operations Manager.

**Note:** It is imperative that each driver receive the practical experience of conducting an evacuation drill.

---

Established: May 25, 2000      Reviewed/Revised: September 28, 2006  
May 10, 2011  
February 25, 2016  
January 26, 2021