



POLICY STATEMENT 550

SUBJECT: SCHOOL BUS EVACUATION AND GENERAL SAFETY

AUTHORITY: NB Reg. 97-151, Section 11 EFFECTIVE: Nov. 12, 1998

RESPONSIBILITY: Transportation Manager, Principal, REVISED: September 1, 2004
Bus Drivers

REFERENCE: PAGE: 1 of 1

Statement:

The Superintendency regards the safety of students on buses as its highest priority in transportation.

550.1 At the beginning of each school term, the Principal or designate shall inform all pupils of ["School Bus Safety Guidelines"](#) and ["School Bus Basic Rules"](#).

550.2 Principals shall ensure that all students receive emergency bus evacuation instruction once in the first five days of school in accordance with the Education Act, or no later than October 15th, and again early in the new calendar year. An "[Emergency Evacuation Verification Form](#)" (*Appendix A*) shall be completed and kept on file in the school office.

550.3 Each Driver shall, in conjunction with the Principal or designate, instruct students in the appropriate method of emergency evacuation from a school bus and shall routinely provide general instruction in bus safety, including but not limited to appropriate conduct while riding the bus, waiting for the bus, boarding and disembarking and crossing the roadway.

550.4 The Principal and Transportation Manager shall maintain a plan for the loading and unloading of school vehicles. This plan shall:

- a) where feasible, ensure that the operative doors of the school vehicles are facing the school,
- b) where school vehicles enter onto school property, designate part of the school grounds as a loading zone to give school vehicles unrestricted passage to the entrance of the school and determine periods of time during which no pupil is permitted in such zone, and
- c) where school vehicles load and unload on the street or highway, designate, in cooperation with local authorities, part of the street or highway adjacent to the school grounds as a loading zone.
- d) Ensure adequate, active, effective supervision of the loading and unloading of school vehicles.

Series: Transportation



ANGLOPHONE EAST SCHOOL DISTRICT SCHOOL BUS EVACUATION VERIFICATION

This is to verify that, in conjunction with the principal and the transportation delegate, instruction has been given in the appropriate method of emergency evacuation from a school bus.

School: _____

Class: _____

Date of Instruction: _____

Principals Signature: _____

School Bus Driver's Signature(s): _____

Verbal Instruction of Safety Rules has been given: ()

**PLEASE COMPLETE AT TIME OF EVACUATION AND
THIS MUST BE KEPT ON FILE IN THE SCHOOL OFFICE PER POLICY 550**