

Division of Pupil Transportation Sample School Bus Emergency Evacuation Drill

*Keep completed forms on file at the school district for accreditation purposes.
(Do not submit this form to the State Department of Education.)*

School District Name _____ Site _____

Date _____ Drill Beginning Time _____ Drill Ending Time _____

Bus Number _____ Route (optional) _____

Comments _____

Number of Student Participants _____ Optional: A list of student names can be attached.

School Bus Driver Signature _____

School Administrator or Designee Present _____

- A school bus emergency evacuation drill is to be conducted twice each school year per State Board of Education Regulations: Miss. Code Ann. § 37-41-53, § 63-1-33, § 63-1-73, § 63-3-615, and §97-3-7, and Miss. Admin. Code 7-3: 81.3, 81.4, 81.6, 81.7, and 81.9, State Board Policy Chapter 81, Rules 81.3, 81.4, 81.6, 81.7, and 81.9.
- It is recommended that school bus evacuation drills be conducted once in the fall semester and once in the spring semester within the first two weeks when possible. A convenient time is when the bus arrives at school with the students still aboard.
- Guidelines for conducting a school bus evacuation drill are in the Mississippi Pupil Transportation Manual.

Bus evacuation drills should be restricted to school property and conducted under the supervision of school officials. Every pupil who rides a school bus (daily or occasionally) should receive instructions for safe emergency evacuation procedures, including students on authorized activity trips. Not knowing what to do in an emergency situation on a school bus could result in injury or death of passengers and/or driver.

This completed report verifies that students referenced on this form received instructions on safe bus riding practices and emergency bus evacuation procedures as required by the Mississippi Department of Education.