



Dear Principals and Staff,

This is to inform you of the date, time and procedure to conduct the second semester **Emergency Evacuation and Passenger Safety Seatbelt Drill for school buses.**

Date for this semester will be Tuesday, October 17, 2023 for elementary schools. High school and middle schools will be Tuesday, October 17th and Thursday, 19th.

IC 20-27-3-6.5 School Bus Passenger Evacuation Drill and Proper Fastening of Safety Belt.

Under IC 4-22-2 Requires that all school bus drivers operating a school bus do the following at least one (1) time each semester:

- (1) If the school bus is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, provide instruction to the passengers on the school bus on the proper fastening of the safety belt about the passenger's body.
- (2) Conduct a school bus passenger evacuation drill.

Morning (A.M.) Plan for Tier 2 Schools Practice evacuation drill and Proper Safety Seatbelt Instructions:

When **ALL** buses have arrived on school lot, please make all-call to start practice evacuation drill. The bus driver and bus attendant will instruct all students on evacuation drill. The students will leave all belongings on the bus. This drill should only take two minutes or less. Students will unload and stand alongside the bus due to safety. When given all clear by driver and/or bus attendant, students are to re-board and go directly to their assigned seat and sit down. Students will get their belongings then be dismissed by their driver. Students will be released in an orderly manner to enter the school building.

Afternoon (P.M.) Plan for Tier 1 Schools Practice evacuation drill and Proper Safety Seatbelt Instructions:

When **ALL** buses are loaded, please make all call for bus drivers and bus attendants to proceed with bus evacuation. This drill should take two minutes or less. The bus driver will instruct the students on the procedure of the practice drill. Students should leave belongings in their seat and evacuate the bus. Students will depart bus and remain alongside the bus. When driver gives all clear, students will re-board the bus in an orderly manner. When all is clear and safe to do so, please instruct the drivers they may leave your lot.

Thank you,

Detra Taylor
Director