

**RSU #63**

- a. NEPN/NSBA Code:** EEAE
- b. Title:** School Vehicle Evacuation Procedures
- c. Author:** Director of Transportation
- c. Replaces Policy:** EEAE-1
- d. Date Approved:** 03/28/2016 RSU #63
- e. Previously Approved:** 10/25/2010
- f. Policy Expiration:** Review as Needed
- g. Responsible for Review:** Director of Transportation & Policy Committee
- h. Date Reviewed:** 03/08/2016 Director of Transportation  
03/07/2016 Policy Committee

**i. References:**

**Cross Referenced Policies: EEAEC-Student and Rider Conduct on School Vehicles  
EEAEEA-Accident and Vehicle Failure Procedures-Vehicle Drivers**

**k. Narrative:**

For the safety and security of students, riders, drivers, and members of the public, it is essential students know how to safely evacuate an RSU 63 school vehicle should the need ever occur. If something happens to the driver or in the event of an accident, student cooperation and judgment become vital.

Each vehicle operator is required to conduct the following practice drill procedures at least twice each school year. The Director of Transportation, in concert with the appropriate school administration, or his/her designee, will determine the date and time of the drills. Because school vehicles provide transportation to all academic and age student levels, practice drills should take into consideration the times/schedule phases when instructing the students – for example, when the vehicle contains only elementary students, when the vehicle contains only middle school and/or high school students, when the vehicle contains both elementary and middle school (and older) students.

**I. Emergency Resources:**

- A.** Emergency door
- B.** First Aid Kit
- C.** Fire Extinguisher

**II. Emergency Exit Procedure:**

- A.** Wait for the driver's instruction.

- B.** Students should get up from their seats and walk quickly, without pushing, to the assigned door and exit the vehicle.
    - 1.** Do not try to take anything with you, such as computer, lunch box, books, backpack, etc.
    - 2.** Getting out of the vehicle quickly and safely is the most important thing to do.
    - 3.** Help others out if necessary.
  - C.** Stay away from the vehicle at least 100 feet.
  - D.** Stay together and off the road.
- III.** Practice Exiting the Vehicle Three Ways:
- A.** Everyone out the front door.
  - B.** Everyone out the emergency door.
  - C.** Splitting the occupants by seating location and use both the front and back door.
- IV.** A variety of drills will be conducted twice a year to ensure knowledge and confidence in students of all age and school groups.