



Oklahoma State Department of Education (SDE) - Student Transportation Section (405) 521-3472

## School Bus Emergency Evacuation Drill

Keep completed forms on file at the school district for one year for the SDE Regional Accreditation Officer.  
(Do not submit this form to the State Department of Education.)

School District Name \_\_\_\_\_ Site \_\_\_\_\_

Date \_\_\_\_\_ Drill Beginning Time \_\_\_\_\_ Drill Ending Time \_\_\_\_\_

Bus Number \_\_\_\_\_ or Bus Tag Number \_\_\_\_\_ Route (optional) \_\_\_\_\_

Comments \_\_\_\_\_

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

School Bus Driver in Attendance \_\_\_\_\_

School Administrator(s) in Attendance \_\_\_\_\_

- A school bus emergency evacuation drill is to be conducted **twice each school year** per Oklahoma State Board of Education Regulation (OAC 210:30-5-1).
- 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 *Oklahoma School Bus Driver 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. 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 instruction on safe bus riding practices and emergency bus evacuation procedures as required by the Oklahoma State Department of Education.