



Policy 107

School Bus Evacuation Safety Policy

Approved Date: September 16, 2025

Revised Date:

This School Bus Evacuation Safety Procedure is tailored to Notre Dame School and modelled after the SD 59 layout. This version is based on services provided by **SD 59 Transportation** and other **contracted bus providers**.

Notre Dame School Bus Evacuation Safety Procedure in Partnership with SD 59 and Contracted Transportation Providers:

Purpose:

To ensure the safety of all students and staff while being transported to and from school, during field trips, or other off-site activities. This procedure outlines expectations and actions in the event that an emergency evacuation of a school bus is required.

Scope:

This applies to all Notre Dame School students and staff who ride SD 59 or other contracted school bus services for regular transportation or extracurricular events.

Responsibility:

- **Bus Drivers** (SD 59 and other contractors): Responsible for executing evacuation protocols, maintaining order, and reporting incidents.
- **Notre Dame School Staff:** Responsible for student supervision, pre-trip safety instruction, and post-incident follow-up.
- **Students:** Expected to follow all safety instructions during drills or evacuations.

Types of Evacuations:

Bus evacuations may occur in response to:

- Fire or smoke
- Unsafe road conditions (e.g., rollover risk, blocked roads)
- Mechanical failure
- Collision
- Driver incapacitation

- Flooding or other environmental hazards

Evacuation Drills:

- Notre Dame School will coordinate with SD 59 and contracted bus services to ensure **at least one bus evacuation drill** is completed each school year.
- Notre Dame staff will show, review and discuss the bus evacuation video shared by SD 59 with all students at the beginning of each school year.
- Drills will include practice using **front, rear, or side exits** depending on the situation.
- Students will be instructed on safe exiting procedures and assembly locations after evacuation.
- Staff will assist and debrief students after each drill.

Evacuation Procedures (Driver-led):

1. **Stop the Bus** safely and activate hazard lights.
2. **Assess the situation** (fire, accident, hazard, etc.).
3. **Call for emergency help** if needed (radio/base contact, 911 if immediate).
4. **Give clear instructions** to students for evacuation:
 - Front exit
 - Rear exit
 - Split evacuation (both exits)
 - Side door or emergency windows if applicable
5. **Direct students** to a safe location away from the road or danger (100 feet or more if possible).
6. **Take attendance** using the student manifest.
7. **Remain with students** until help arrives or school staff arrives to assist.

Roles of School Staff (Field Trips or Supervision):

- Ensure all students are accounted for on/off the bus.
- Know where emergency exits and safety equipment (first aid, fire extinguisher) are.
- Assist in maintaining a calm and orderly evacuation.
- Support students with diverse abilities or younger students during exit.

Communication and Reporting:

- All incidents requiring evacuation must be reported immediately to Notre Dame School administration and to the SD 59 Transportation Department or the contracted provider's supervisor.
- An **incident report** will be completed and reviewed.
- Parents will be contacted by school administration if an actual evacuation occurs.

Student Expectations:

- Remain seated and listen to the driver's instructions at all times.
- Learn evacuation routes during drills.
- Practice respectful and calm behaviour during drills and emergencies.

Review and Updates:

This procedure will be reviewed annually and updated in coordination with SD 59 Transportation and other contracted providers to reflect any operational or safety changes.