

SAMPLE

September 2004

MEMORANDUM

TO: Principals

FROM: Michael A. Dodson
Director of Transportation

RE: School Bus Emergency Evacuation Drill - Rear Door/Side Door

In accordance with COMAR 13A.06.07.09F, Student Transportation, each student who is transported in a school vehicle shall participate in emergency school vehicle evacuation drills at least twice during each school year. School bus evacuation drills should be established by your office for the Fall of 2004. These must include a rear door exit and a front door exit drill. (See Administrative Procedure 3541.35 for detailed information.)

Please be certain to schedule the drill with the bus driver and inform the Transportation Supervisor of the scheduled date. After completion, please certify on this form that a school bus emergency evacuation drill was conducted and return the form to the Transportation Office by **October 29, 2004**.

**REPORT ON SCHOOL BUS EMERGENCY EVACUATION DRILL
REAR DOOR/SIDE DOOR**

I hereby certify that a school bus emergency evacuation drill was conducted on

(date)

School: _____ Principal: _____

Comments:

**PLEASE SUBMIT TO THE TRANSPORTATION OFFICE
BY OCTOBER 29, 2004.**

SAMPLE

October 2004

MEMORANDUM

TO: Principals

FROM: Michael A. Dodson
Director of Transportation

RE: School Bus Emergency Evacuation Drill - Front Door/Side Door

In accordance with COMAR 13A.06.07.09F, Student Transportation, each student who is transported in a school vehicle shall participate in emergency school vehicle evacuation drills at least twice during each school year. School bus evacuation drills should be established by your office for the Fall of 2004. These must include a front door exit and a rear door exit drill. (See Administrative Procedure 3541.35 for detailed information.)

Please be certain to schedule the drill with the bus driver and inform the Transportation Supervisor of the scheduled date. After completion, please certify on this form that a school bus emergency evacuation drill was conducted and return the form to the Transportation Office by **November 19, 2004**.

**REPORT ON SCHOOL BUS EMERGENCY EVACUATION DRILL
FRONT DOOR**

I hereby certify that a school bus emergency evacuation drill was conducted on

(date)

School: _____ Principal: _____

Comments:

**PLEASE SUBMIT TO THE TRANSPORTATION OFFICE BY
NOVEMBER 19, 2004.**