

Arrowhead Head Start & Arrowhead Transit
Bus Evacuation Drill Report

All bus evacuation drills should be conducted by using the standard bus exit at the regular drop-off location.

- Document the total evacuation time below.
- It should be less than 2 minutes, start to finish.
- If the evacuation goes over 2 minutes, use the "Remarks" section to describe possible causes, concerns, or issues that happened. Also comment if this was an isolated incident or if this would be an ongoing concern if not corrected.

If you have any questions, please contact the Transit Training Coordinator at 218-735-6804

Date of Bus Evacuation Drill: _____

Time of Drill: _____

Transit Driver's Printed Name: _____ Driver Number: _____

Bus Number: _____ Bus Route: _____

Location of Drill: _____

Head Start Bus Monitor's Printed Name: _____

Number of Children Evacuated: _____ Evacuation Time: _____

Remarks, observations, comments, concerns (if the evacuation time exceed the allowable 2 minutes, you must provide input below, including if this is an isolated concern or a potential ongoing issue if left uncorrected)

Transit Driver's Signature: _____

Head Start Bus Monitor's Signature: _____

A copy of the signed and completed form needs to be returned to:
Arrowhead Transit and Arrowhead Head Start Office