



Monmouth-Ocean Educational Services Commission
Transportation Department

Michael Dymyd
Supervisor of
Coordinated Transportation

732-389-5555

TO: Nonpublic Schools/Vocational Schools/Out of District Special Ed Schools Charter Schools
FROM: Michael Dymyd/MOESC
DATE: 2/6/2020
RE: School Bus Emergency Evacuation Drills

This memo is to remind you that in accordance with NJAC 6A:27-11.2 school bus emergency evacuation drills must be conducted at least twice within the school year for all students transported to and from school.

NJAC 6A:27-11.2 states:

1. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
2. All other students shall receive school bus evacuation instruction at least once within the school year.
3. The school bus driver and bus aide shall participate in the emergency exit drills
4. Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
5. Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - a. Date of the drill;
 - b. Time of day the drill was conducted;
 - c. School name;
 - d. Location of the drill;
 - e. Route number(s) included in the drill; and
 - f. Name of school principal, or person(s) assigned, who supervised the drill.

The evacuation drills must be documented using the attached form which can also be found on the following website:

<https://www.nj.gov/education/finance/transportation/procedures/>

Thank you for taking the time to review this memo and attached form.

cc: Pupil Transportation Contractors

100 Tornillo Way, Tinton Falls, NJ, 07712
moesc.org

2/10/2020 mcd

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: _____

Time of day the drill was conducted: _____

School Name: _____

Location of the Emergency Evacuation Drill: _____

Route Number(s): _____

Name of the school principal/person(s) overseeing the drill: _____

Other information relative to the emergency evacuation drill: _____
