



April 2013

Model School Activity Trip Briefing

Introduce the Drill:

- Introduce yourself professionally to the students.
- Explain that before you begin the trip you want to go over a few important safety procedures.
- Be brief and explain that the purpose of the briefing is to ensure a safe and enjoyable trip, and to be prepared for any emergency that arises.

Bus Evacuation:

- In the unlikely event that we have to evacuate the bus, you should be prepared to evacuate as quickly and safely as possible.
- In the event of an evacuation, do not attempt to bring any items to the emergency exit with you.
- Passengers should evacuate using the front entrance door whenever possible.
- In the event this is not possible, passengers should use the emergency door located on the rear or side of the bus (point to its location).
- For extreme emergencies, this bus is equipped with emergency escape windows and roof hatches. These exits are above the windows with “emergency exit.” (Point to the windows to indicate their locations.)
- The roof hatches are located over the center aisle and are appropriately marked. (Point them out.)
- The emergency exits are equipped with an audible alarm and should only be opened during an emergency requiring evacuation.

Ridership Rules:

- Review the bus rules for your school or bus company.
- Establish reasonable expectations for student behavior on the trip and ask passengers for their cooperation.
- If a coach, teacher or chaperone is on board, provide them the opportunity to speak about appropriate passenger behavior.

Page 2

Equipment/Personal Belongings Storage:

- For your safety, the bus aisle and exits must remain free of obstructions such as coolers, band instruments, athletic equipment or other items at all times.
- These items must be stored within the baggage compartments or secured within the seating area not blocking any passenger or exit.
- Please let me know if you need assistance in storing any of these items.

Conclude the drill:

- Thank the students for their attention.
- Encourage them to let you know if they have any concerns during the trip.