

**JERMAINE V. FLEMING, Ed.D., ACTING CHIEF STRATEGY & OPERATIONS OFFICER  
OFFICE OF THE CHIEF STRATEGY & OPERATIONS OFFICER**

August 30, 2021

TO: All Principals

FROM: Jermaine Fleming, Ed.D.  
Acting Chief Strategy & Operations Officer

VIA: Valerie S. Wanza, Ph.D.  
Chief School Performance & Accountability Officer

SUBJECT: **2021/22 EMERGENCY BUS EVACUATION DRILLS**

**ACTION  
REQUIRED**

The Broward County School District is required to conduct school bus emergency evacuation drills **within the first six weeks of each semester on an annual basis.**

**It is important to comply with the following bus evacuation drill requirements:**

- A. Bus evacuation drills will be conducted twice a year, as follows:
1. First drill must be conducted **week of 9/20/21 – 9/24/2021** and submitted no later than **October 4, 2021.**
  2. Second drill must be conducted **week of 1/24/2022 – 1/28/2022** submitted no later than **February 7, 2022.**
- B. Please ensure that a staff member, principal, or designee is on duty to supervise and sign the evacuation form(s) for verification purposes. Upon completion of the school bus emergency evacuation drill form(s), please (1) retain the original at your school for your records and (2) upload your evacuation drill worksheet to: <https://www.browardschools.com/Page/48541>. **THIS DATA IS SUBJECT TO AUDIT BY THE FLORIDA DEPARTMENT OF EDUCATION.**

Please coordinate the execution of these drills on the school grounds after morning runs with the appropriate Transportation Terminal Manager. All students will leave their belongings on the bus while the evacuation drill takes place. Upon completion of the drill, students will be permitted to return to the bus to get their belongings. Below are excerpts from “6A-3.001 Basic Principles for Transportation of Students” that relate to school bus emergency bus evacuation drills.

**6A-3.0171 (2) Responsibilities of the school principal or other designated school staff:**

- a. *To assume responsibility under the direction of the superintendent for all student disciplinary cases which arise in connection with transportation.*
- b. *To plan the program of the school so that transported students who arrive early or remain late will be under school supervision at all times.*
- c. *To plan and assign places for students to get on and off school buses at the school, and to ensure the safety of the loading/unloading zone and to provide supervision of students.*

SUBJECT: **EMERGENCY BUS EVACUATION DRILLS**

PAGE: 2

- d. *To direct school bus emergency evacuation drills on each bus serving the school during the first six (6) weeks of each semester, and to maintain documentation for all students.*
- e. *To provide instruction for all transported students in safe practices on and off the bus during the first six (6) weeks of the first semester of the school year.*

Please upload your evacuation drill worksheet to <https://www.browardschools.com/Page/48541>. Should you require additional information, **please contact the appropriate transportation terminal office:**

<b>TERMINAL</b>	<b>MANAGER</b>	<b>ROUTES</b>	<b>TELEPHONE</b>
North/Satellite	Bloneva Fulmore	<b>1000-1999</b>	754-321-4000
Central	Kathy Matthews	<b>2000-2999</b>	754-321-4480
South	Lisa McBride	<b>3000-3999</b>	754-321-4100
Central West	Jacqueline Druses	<b>4000-4999</b>	754-321-4150
South West	Jacqueline Druses	<b>5000-5999</b>	754-321-8025

Your support in making this year's emergency drills a success is greatly appreciated. Thank you in advance for your cooperation.

VSM/JF/RA:mt  
 Attachment

- c: Rolando Alvarez, Executive Director, Student Transportation & Fleet Services
- Kay Blake, Director, Student Transportation & Fleet Services
- Donte Collins, Director, Charter Schools Management
- Veda Hudge, Director, Office of Service Quality
- Directors, School Performance & Accountability
- Transportation Terminal Managers I & II