

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: THURSDAY MAY 11, 2023

Time of day the drill was conducted: 7:15AM

School Name: READINGTON MIDDLE SCHOOL/HOLLAND BROOK SCHOOL

Location of the Emergency Evacuation Drill: READINGTON MIDDLE SCHOOL

Route Number(s): R9,BB20,R8,R21,RV36,R10,RV33,R20,R1,R15,RV38,R5,R4,R22,BB25,RV34,R7,R18,R24

Name of the school principal/person(s) overseeing the drill: M. COLE, SUPERVISOR OF TRANS.

Other information relative to the emergency evacuation drill:

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:20

Bus #: 9

Driver: Binny

Number of Students on Bus: 25

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand		<input checked="" type="checkbox"/>
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Bev Betzko Signature: Bev Betzko

Drivers Signature: Binny

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:15

Bus #: BB 20

Driver: J. Conlon

Number of Students on Bus: 36

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

☐

		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers		<input checked="" type="checkbox"/>
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand	<input checked="" type="checkbox"/>	
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Bev Betsko

Signature: Bev Betsko

Drivers Signature: Jaret Conlon

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:27

Bus #: 8

Driver: John Langer

Number of Students on Bus: 37

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

☐

		YES	NO
	Set parking brake	/	
	Turned bus off	/	
	Activate emergency flashers	/	
	Students exited the bus in orderly fashion	/	
	Students exit the bus quickly	/	
	One student assigned to be the leader	/	
	Two students were assigned to be aides by exit door	/	
	Students followed instruction	/	
	Students were prepared	/	
	Driver directed students the proper direction away from bus	/	
	Driver had seating chart in hand	/	
	Driver knew student count	/	
		/	

Comments:

Report Completed By: Raymond Cree

Signature: 

Drivers Signature: 

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:22

Bus #: 21

Driver: Debbi Hill

Number of Students on Bus: 32

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill

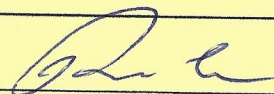


Front Door Drill

		YES	NO
	Set parking brake	/	
	Turned bus off	/	
	Activate emergency flashers	/	
	Students exited the bus in orderly fashion	/	
	Students exit the bus quickly	/	
	One student assigned to be the leader	/	
	Two students were assigned to be aides by exit door	/	
	Students followed instruction	/	
	Students were prepared	/	
	Driver directed students the proper direction away from bus	/	
	Driver had seating chart in hand	/	
	Driver knew student count	/	

Comments:

Report Completed By: Raymond Cree

Signature: 

Drivers Signature: 

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:20

Bus #: 36

Driver: Jo Ellen Omdahl

Number of Students on Bus: 14

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

		YES	NO
	Set parking brake	/	
	Turned bus off	/	
	Activate emergency flashers	/	
	Students exited the bus in orderly fashion	/	
	Students exit the bus quickly	/	
	One student assigned to be the leader	/	
	Two students were assigned to be aides by exit door	/	
	Students followed instruction	/	
	Students were prepared	/	
	Driver directed students the proper direction away from bus	/	
	Driver had seating chart in hand	/	
	Driver knew student count	/	

Comments:

Report Completed By: Raymond Cree

Signature: [Signature]

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23 Time: 7:17 Bus #: 10

Driver: Justine McAndrews Number of Students on Bus: 24

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One: Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake	/	
Turned bus off	/	
Activate emergency flashers	/	
Students exited the bus in orderly fashion	/	
Students exit the bus quickly	/	
One student assigned to be the leader	/	
Two students were assigned to be aides by exit door	/	
Students followed instruction	/	
Students were prepared	/	
Driver directed students the proper direction away from bus	/	
Driver had seating chart in hand	/	
Driver knew student count	/	

Comments:

Report Completed By: Raymond Cree Signature: [Signature]

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:24

Bus #: 33

Driver: Elizabeth Dugue

Number of Students on Bus: 3

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

		YES	NO
		<input checked="" type="checkbox"/>	
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand	<input checked="" type="checkbox"/>	
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Brian Gilman Signature: [Signature]

Drivers Signature: Elizabeth Dugue

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:25

Bus #: 20

Driver: T. Brown - Brondo

Number of Students on Bus: 31

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



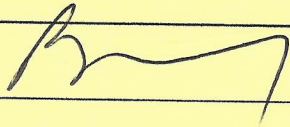
Front Door Drill

☐

		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Set parking brake	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Turned bus off	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Activate emergency flashers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Students exit the bus quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	One student assigned to be the leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Students followed instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Students were prepared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Driver had seating chart in hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Driver knew student count	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Report Completed By: Brian Gilmorey

Signature: 

Drivers Signature: X Theresa Brown Brondo

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:30

Bus #: 1

Driver: Jen Taylor

Number of Students on Bus: 33

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand		<input checked="" type="checkbox"/>
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Marci Cole

Signature: _____

Drivers Signature: X [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 720

Bus #: 15

Driver: Linda G

Number of Students on Bus: 287

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒

Front Door Drill ☐

		YES	NO
	Set parking brake	✓	
	Turned bus off	See below	
	Activate emergency flashers	✓	
	Students exited the bus in orderly fashion	✓	
	Students exit the bus quickly	✓	
	One student assigned to be the leader	✓	
	Two students were assigned to be aides by exit door	✓	
	Students followed instruction	✓	
	Students were prepared	✓	
	Driver directed students the proper direction away from bus	✓	
	Driver had seating chart in hand		✓
	Driver knew student count		✓

Comments:



had issues w/ child check mate

Report Completed By:

Marci Cole

Signature: _____

Drivers Signature:

Linda Geylorn

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:05

Bus #: V38

Driver: Ruby

Number of Students on Bus: 9

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒

Front Door Drill ☐

		YES	NO
<input checked="" type="checkbox"/>	Set parking brake		
<input checked="" type="checkbox"/>	Turned bus off		
<input checked="" type="checkbox"/>	Activate emergency flashers		
<input checked="" type="checkbox"/>	Students exited the bus in orderly fashion		
<input checked="" type="checkbox"/>	Students exit the bus quickly		
<input checked="" type="checkbox"/>	One student assigned to be the leader		
<input checked="" type="checkbox"/>	Two students were assigned to be aides by exit door		
<input checked="" type="checkbox"/>	Students followed instruction		
<input checked="" type="checkbox"/>	Students were prepared		
<input checked="" type="checkbox"/>	Driver directed students the proper direction away from bus		
<input checked="" type="checkbox"/>	Driver had seating chart in hand		
<input checked="" type="checkbox"/>	Driver knew student count		

Comments:

Report Completed By: Elizabeth Eckel Signature: [Signature]

Drivers Signature: Ruby DeStefano

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:00

Bus #: 5

Driver: Barb Hoff

Number of Students on Bus: 30

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand	<input checked="" type="checkbox"/>	
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Elizabeth Eckel Signature: [Signature]

Drivers Signature: Barbara Hoff

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:15

Bus #: 4

Driver: Dave R

Number of Students on Bus: 34

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

		YES	NO
<input checked="" type="checkbox"/>	Set parking brake		
<input checked="" type="checkbox"/>	Turned bus off		
<input checked="" type="checkbox"/>	Activate emergency flashers		
<input checked="" type="checkbox"/>	Students exited the bus in orderly fashion		
<input checked="" type="checkbox"/>	Students exit the bus quickly		
<input checked="" type="checkbox"/>	One student assigned to be the leader		
<input checked="" type="checkbox"/>	Two students were assigned to be aides by exit door		
<input checked="" type="checkbox"/>	Students followed instruction		
<input checked="" type="checkbox"/>	Students were prepared		
<input checked="" type="checkbox"/>	Driver directed students the proper direction away from bus		
<input checked="" type="checkbox"/>	Driver had seating chart in hand		
<input checked="" type="checkbox"/>	Driver knew student count		

Comments:

Report Completed By: Elizabeth Eckel Signature: [Signature]

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 720

Bus #: 22

Driver: Ray Hatton

Number of Students on Bus: ~~22~~ 35

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

		YES	NO
<input checked="" type="checkbox"/>	Set parking brake		
<input checked="" type="checkbox"/>	Turned bus off		
<input checked="" type="checkbox"/>	Activate emergency flashers		
<input checked="" type="checkbox"/>	Students exited the bus in orderly fashion		
<input checked="" type="checkbox"/>	Students exit the bus quickly		
<input checked="" type="checkbox"/>	One student assigned to be the leader		
<input checked="" type="checkbox"/>	Two students were assigned to be aides by exit door		
<input checked="" type="checkbox"/>	Students followed instruction		
<input checked="" type="checkbox"/>	Students were prepared		
<input checked="" type="checkbox"/>	Driver directed students the proper direction away from bus		
<input checked="" type="checkbox"/>	Driver had seating chart in hand		
<input checked="" type="checkbox"/>	Driver knew student count		

Comments:

Report Completed By: Elizabeth Eckel Signature: [Signature]

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 715

Bus #: ^{B.}~~20~~ 25

Driver: Chris Fawcett

Number of Students on Bus: 20

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

		YES	NO
<input checked="" type="checkbox"/>	Set parking brake		
<input checked="" type="checkbox"/>	Turned bus off		
<input checked="" type="checkbox"/>	Activate emergency flashers		
<input checked="" type="checkbox"/>	Students exited the bus in orderly fashion		
<input checked="" type="checkbox"/>	Students exit the bus quickly		
<input checked="" type="checkbox"/>	One student assigned to be the leader		
<input checked="" type="checkbox"/>	Two students were assigned to be aides by exit door		
<input checked="" type="checkbox"/>	Students followed instruction		
<input checked="" type="checkbox"/>	Students were prepared		
<input checked="" type="checkbox"/>	Driver directed students the proper direction away from bus		
<input checked="" type="checkbox"/>	Driver had seating chart in hand		
<input checked="" type="checkbox"/>	Driver knew student count		

Comments:

Report Completed By: Elizabeth Toel

Signature: [Signature]

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:30

Bus #: V34

Driver: Linda R

Number of Students on Bus: 9

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒

Front Door Drill ☐

		YES	NO
<input checked="" type="checkbox"/>	Set parking brake		
<input checked="" type="checkbox"/>	Turned bus off		
<input checked="" type="checkbox"/>	Activate emergency flashers		
<input checked="" type="checkbox"/>	Students exited the bus in orderly fashion		
<input checked="" type="checkbox"/>	Students exit the bus quickly		
<input checked="" type="checkbox"/>	One student assigned to be the leader		
<input checked="" type="checkbox"/>	Two students were assigned to be aides by exit door		
<input checked="" type="checkbox"/>	Students followed instruction		
<input checked="" type="checkbox"/>	Students were prepared		
<input checked="" type="checkbox"/>	Driver directed students the proper direction away from bus		
<input checked="" type="checkbox"/>	Driver had seating chart in hand		
<input checked="" type="checkbox"/>	Driver knew student count		

Comments:

Report Completed By: Elizabeth Eck

Signature: [Signature]

Drivers Signature: Linda Rad

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23 Time: 7:15 Bus #: 7

Driver: Russ Mobley Number of Students on Bus: 34

School (Circle One): BCMS/SBS HBS RMS
SHS TBS WS

Check One: Rear Door Drill ☒ Front Door Drill ☐

		YES	NO
		<input checked="" type="checkbox"/>	
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand	<input checked="" type="checkbox"/>	
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Brian Gilman Signature: [Signature]

Drivers Signature: Russell Mobley

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23 Time: _____ Bus #: 18

Driver: Melissa Flannery Number of Students on Bus: 36

School (Circle One): BCMS/SBS HBS RMS
SHS TBS WS

Check One: Rear Door Drill ☒ Front Door Drill _____

		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared		
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand		<input checked="" type="checkbox"/>
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Mance Cole Signature: _____

Drivers Signature: Melissa Flannery

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/11/23

Time: 7:25

Bus #: 124

Driver: John R

Number of Students on Bus: 42

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers		<input checked="" type="checkbox"/>
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand		<input checked="" type="checkbox"/>
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Bev Bettsko

Signature: Bev Bettsko

Drivers Signature: John R. Pignatelli

5/11/2023

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:

Thursday May 4, 2023

Time of day the drill was conducted:

8:20AM

School Name:

Three Bridges School

Location of the Emergency Evacuation Drill:

School driveway

Route Number(s):

R4,R18,R22,R1,R25,R15 AND R9

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

Marci Cole, Supervisor of Transportation

Other information relative to the emergency evacuation drill:

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/4/23

Time: 8:25

Bus #: 4

Driver: Dave Rego

Number of Students on Bus: 15

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

		YES	NO
	Set parking brake	/	
	Turned bus off	/	
	Activate emergency flashers	/	
	Students exited the bus in orderly fashion	/	
	Students exit the bus quickly	/	
	One student assigned to be the leader	/	
	Two students were assigned to be aides by exit door	/	
	Students followed instruction	/	
	Students were prepared	/	
	Driver directed students the proper direction away from bus	/	
	Driver had seating chart in hand	/	
	Driver knew student count	/	

Comments:

Report Completed By: Raymond Cree

Signature: Raymond Cree

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/4/23

Time: 8:32

Bus #: 18

Driver: Melissa Flannery

Number of Students on Bus: 39

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

	YES	NO
Set parking brake	/	
Turned bus off	/	
Activate emergency flashers	/	
Students exited the bus in orderly fashion	/	
Students exit the bus quickly	/	
One student assigned to be the leader	/	
Two students were assigned to be aides by exit door	/	
Students followed instruction	/	
Students were prepared	/	
Driver directed students the proper direction away from bus	/	
Driver had seating chart in hand	/	
Driver knew student count	/	

Comments:

Report Completed By: Raymond Lee

Signature: [Signature]

Drivers Signature: Melissa Flannery

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/4/23

Time: 8:28

Bus #: 22

Driver: Ray Hatton

Number of Students on Bus: 24

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake	/	
Turned bus off	/	
Activate emergency flashers	/	
Students exited the bus in orderly fashion	/	
Students exit the bus quickly	/	
One student assigned to be the leader	/	
Two students were assigned to be aides by exit door	/	
Students followed instruction	/	
Students were prepared	/	
Driver directed students the proper direction away from bus	/	
Driver had seating chart in hand	/	
Driver knew student count	/	

Comments:

Report Completed By: Raymond Cree Signature: [Signature]

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/4/23

Time: 8:25

Bus #: 1

Driver: Jen Taylor Number of Students on Bus: 19

School (Circle One): BCMS/SBS HBS RMS

SHS TBS WS

Check One: Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake		
Turned bus off		<input checked="" type="checkbox"/>
Activate emergency flashers	<input checked="" type="checkbox"/>	
Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
Students exit the bus quickly	<input checked="" type="checkbox"/>	
One student assigned to be the leader	<input checked="" type="checkbox"/>	
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
Students followed instruction	<input checked="" type="checkbox"/>	
Students were prepared	<input checked="" type="checkbox"/>	
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
Driver had seating chart in hand		<input checked="" type="checkbox"/>
Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Marci Cole Signature: Marci Cole

Drivers Signature: X [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/4/23

Time: 8:20

Bus #: 25

Driver: John Ryniewicz

Number of Students on Bus: 16

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

	YES	NO
Set parking brake	<input checked="" type="checkbox"/>	
Turned bus off	<input checked="" type="checkbox"/>	
Activate emergency flashers	<input checked="" type="checkbox"/>	
Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
Students exit the bus quickly	<input checked="" type="checkbox"/>	
One student assigned to be the leader	<input checked="" type="checkbox"/>	
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
Students followed instruction	<input checked="" type="checkbox"/>	
Students were prepared	<input checked="" type="checkbox"/>	
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
Driver had seating chart in hand		<input checked="" type="checkbox"/>
Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: _____

Signature: Marci Cole

Drivers Signature: X John Ryniewicz

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/4/23

Time: 8:27

Bus #: 15

Driver: Linda Giorgianni

Number of Students on Bus: 34

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒

Front Door Drill ☐

		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand		<input checked="" type="checkbox"/>
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: _____

Signature: Marci Cole

Drivers Signature: X Linda Giorgianni

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/4/23

Time: 8:29

Bus #: 9

Driver: Virginia Petzinger

Number of Students on Bus: 30

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake		
Turned bus off	✓	
Activate emergency flashers	✓	
Students exited the bus in orderly fashion	✓	
Students exit the bus quickly	✓	
One student assigned to be the leader	✓	
Two students were assigned to be aides by exit door	✓	
Students followed instruction	✓	
Students were prepared	✓	
Driver directed students the proper direction away from bus	✓	
Driver had seating chart in hand	✓	
Driver knew student count	✓	

Comments:

Report Completed By: _____

Signature: Marci Cole

Drivers Signature: X Virginia Petzinger

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: Friday May 5, 2023

Time of day the drill was conducted: 8:15AM

School Name: Whitehouse School

Location of the Emergency Evacuation Drill: Parking Lot

Route Number(s): R5,R21,V36,R8,R10,V38,R7 AND R20

Name of the school principal/person(s) overseeing the drill: Marci Cole, Supervisor of Transportation

Other information relative to the emergency evacuation drill:

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23 Time: 8:20 Bus #: V38
Driver: Ruby Destefano Number of Students on Bus: 8

School (Circle One): BCMS/SBS HBS RMS
SHS TBS WS

Check One: Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake	<input checked="" type="checkbox"/>	
Turned bus off	<input checked="" type="checkbox"/>	
Activate emergency flashers	<input checked="" type="checkbox"/>	
Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
Students exit the bus quickly	<input checked="" type="checkbox"/>	
One student assigned to be the leader	<input checked="" type="checkbox"/>	
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
Students followed instruction	<input checked="" type="checkbox"/>	
Students were prepared	<input checked="" type="checkbox"/>	
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
Driver had seating chart in hand	<input checked="" type="checkbox"/>	
Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: Elizabeth Signature: EG

Drivers Signature: Ruby De Stefano

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23

Time: 8:23

Bus #: V36

Driver: JO Ellen Omdal

Number of Students on Bus: 6

School (Circle One): BCMS/SBS HBS RMS

SHS TBS WS

Check One: Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Turned bus off	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activate emergency flashers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students exit the bus quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
One student assigned to be the leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students followed instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students were prepared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver had seating chart in hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver knew student count	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Report Completed By: R. Richardson

Signature: [Signature]

Drivers Signature: [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23

Time: 8:29

Bus #: 5

Driver: Barb Hoff

Number of Students on Bus: 36

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill

☐

	YES	NO
Set parking brake	/	
Turned bus off	/	
Activate emergency flashers	/	
Students exited the bus in orderly fashion	/	
Students exit the bus quickly	/	
One student assigned to be the leader	/	
Two students were assigned to be aides by exit door	/	
Students followed instruction	/	
Students were prepared	/	
Driver directed students the proper direction away from bus	/	
Driver had seating chart in hand	/	
Driver knew student count	/	

Comments:

Report Completed By: Raymond Cree

Signature: [Signature]

Drivers Signature: Barbara F. Hoff

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23

Time: 827

Bus #: ~~29~~ 10

Driver: Justine McAndrews Number of Students on Bus: 29

School (Circle One): BCMS/SBS HBS RMS

SHS TBS WS

Check One: Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake	<input checked="" type="checkbox"/>	
Turned bus off	<input checked="" type="checkbox"/>	
Activate emergency flashers	<input checked="" type="checkbox"/>	
Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
Students exit the bus quickly	<input checked="" type="checkbox"/>	
One student assigned to be the leader	<input checked="" type="checkbox"/>	
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
Students followed instruction	<input checked="" type="checkbox"/>	
Students were prepared	<input checked="" type="checkbox"/>	
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
Driver had seating chart in hand	<input checked="" type="checkbox"/>	
Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: _____ Signature: Marci Cole

Drivers Signature: xg McAndrews

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23

Time: 821

Bus #: 21

Driver: Deb Hill

Number of Students on Bus: 19

School (Circle One): BCMS/SBS HBS RMS

SHS TBS WS

Check One: Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Turned bus off	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activate emergency flashers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students exit the bus quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
One student assigned to be the leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students followed instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students were prepared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver had seating chart in hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver knew student count	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Report Completed By: _____ Signature: Marcy Cole

Drivers Signature: X [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23

Time: 830

Bus #: 20

Driver: Teri Biondo

Number of Students on Bus: 31

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill



Front Door Drill



		YES	NO
	Set parking brake	<input checked="" type="checkbox"/>	
	Turned bus off	<input checked="" type="checkbox"/>	
	Activate emergency flashers	<input checked="" type="checkbox"/>	
	Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	
	Students exit the bus quickly	<input checked="" type="checkbox"/>	
	One student assigned to be the leader	<input checked="" type="checkbox"/>	
	Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	
	Students followed instruction	<input checked="" type="checkbox"/>	
	Students were prepared	<input checked="" type="checkbox"/>	
	Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	
	Driver had seating chart in hand	<input checked="" type="checkbox"/>	
	Driver knew student count	<input checked="" type="checkbox"/>	

Comments:

Report Completed By: _____

Signature: _____

Marci Cole

Drivers Signature: _____

~~Teri Biondo~~

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23

Time: 830

Bus #: 8

Driver: John Langer

Number of Students on Bus: 30

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒ Front Door Drill ☐

	YES	NO
Set parking brake	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Turned bus off	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activate emergency flashers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students exited the bus in orderly fashion	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Students exit the bus quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
One student assigned to be the leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students followed instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students were prepared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver had seating chart in hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver knew student count	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Report Completed By: _____ Signature: Marci Cole

Drivers Signature: X [Signature]

Branchburg Township Student Transportation

School Bus Evacuation Report

Date: 5/5/23

Time: 8:25

Bus #: 7

Driver: Russ Mobley

Number of Students on Bus: 29

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill ☒

Front Door Drill ☐

	YES	NO
Set parking brake	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Turned bus off	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activate emergency flashers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students exited the bus in orderly fashion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students exit the bus quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
One student assigned to be the leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two students were assigned to be aides by exit door	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students followed instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students were prepared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver directed students the proper direction away from bus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver had seating chart in hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver knew student count	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Report Completed By: Elizabeth

Signature: [Signature]

(me)

Drivers Signature: X Russell Mobley