

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: _____ October 28, 2021

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

School Name: _____ Readington Middle School and Holland Brook School

Location of the Emergency Evacuation Drill:

Readington Middle School

Route Number(s):

BB25, BB23, BB20, V38, R14, R19, R1, R17, R10, R6, R12, R18, R5, R21, R15, R7 and R4

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

Marci Cole, Transportaion Dispatcher

Other information relative to the emergency evacuation drill:

Rear Door Evacuation Drill

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 730

Bus #: 6

Driver: Margit Braeunig

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	<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: M Cole

Signature: _____

Drivers Signature: X Margit Braeunig

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 730

Bus #: 17

Driver: Jen Taylor

Number of Students on bus: 49

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: M Cole

Signature: _____

Drivers Signature: X

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 7:23

Bus #: BB23

Driver: Paul Triozzi

Number of Students on bus: _____

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: M. Cole

Signature: _____

Drivers Signature: X Paul T m

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 725

Bus #: 12

Driver: Jo Omelau

Number of Students on bus: 38

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: M Cole Signature: _____

Drivers Signature: X [Signature]

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 7:20

Bus #: 15

Driver: Linda Giorgianni

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	<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: M. Cole

Signature: _____

Drivers Signature: X Linda Giorgianni

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 725

Bus #: BB20

Driver: J. Conlon

Number of Students on bus: 38

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: M. Cole

Signature: _____

Drivers Signature: X

Janet Conlon

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 7:13

Bus #: 1

Driver: D. White Sell

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	<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		
Driver knew student count		

Comments:

Report Completed By: M. Cole

Signature: _____

Drivers Signature: D. White Sell

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 735

Bus #: 14

Driver: Linda Rad

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: M. Cole

Signature: _____

Drivers Signature: Linda Rad

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:13

Bus #: 25

Driver: Chns Fawcett

Number of Students on bus: 25

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill

X

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/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:17

Bus #: 4

Driver: Dave Rego

Number of Students on bus: 38

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: Raymond Cree

Signature: [Signature]

Drivers Signature: [Signature]

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:38

Bus #: 38

Driver: Ruby DeStefano

Number of Students on bus: 12

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill X 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: Ruby DeStefano

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:21

Bus #: 10

Driver: Justine McAndrews Number of Students on bus: 37

School (Circle One): BCMS/SBS HBS RMS

SHS TBS WS

Check One: Rear Door Drill X 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: Raymond Cree Signature: [Signature]

Drivers Signature: [Signature]

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:35

Bus #: 5

Driver: Barbara Hoff

Number of Students on bus: 39

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill

X

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: Raymond Cree Signature: [Signature]

Drivers Signature: Barbara F. Hoff

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:32

Bus #: 19

Driver: Ben Betsko

Number of Students on bus: 32

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill

X

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 Coe

Signature: [Signature]

Drivers Signature: [Signature]

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:29

Bus #: 7

Driver: Russ Mobley

Number of Students on bus: 46

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill

X

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: Raymond Greer

Signature: [Signature]

Drivers Signature:

Russell Mobley

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:26

Bus #: 18

Driver: Melissa Flannery

Number of Students on bus: 37

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill

X

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: Raymond Coee

Signature: [Signature]

Drivers Signature: Melissa Flannery

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 7:24

Bus #: 21

Driver: Deb Hill

Number of Students on bus: 34

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill

X

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]

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: _____ October 28, 2021

Time of day the drill was conducted: _____ 8:20AM

School Name: _____ Three Bridges Elementary School

Location of the Emergency Evacuation Drill:

Three Bridges Elementary School

Route Number(s):

R4, R15, R18, R17, R1 and R19

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

Marci Cole, Transportation Dispatcher

Other information relative to the emergency evacuation drill:

Rear Door Evacuation Drill

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/2021

Time: 8:25

Bus #: 1

Driver: Dave Whitesell

Number of Students on bus: 24

School (Circle One): BCMS/SBS HBS RMS

SHS TBS WS

Check One: Rear Door Drill X 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: Raymond Coee Signature: [Signature]

Drivers Signature: [Signature]

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/2021

Time: 8:42

Bus #: 4

Driver: Dave Rego

Number of Students on bus: 34

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill X 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: Raymond Cree Signature: [Signature]

Drivers Signature: [Signature]

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/2021

Time: 8:38

Bus #: 17

Driver: Jen Taylor

Number of Students on bus: 43

School (Circle One): BCMS/SBS

HBS

RMS

SHS

TBS

WS

Check One:

Rear Door Drill X 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: Raymond Green Signature: [Signature]

Drivers Signature: [Signature]

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/2021 ~~September 18, 2019~~ Time: 8:36 Bus #: 15

Driver: Linda Georgianni ~~Becky DeStefano~~ Number of Students on bus: 36

School (Circle One): BCMS/SBS WES RMS/HBS

SHS TBS WS

Check One: Rear Door Drill X 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: Linda Georgianni

Branchburg/Readington Student Transportation

School Bus Evacuation Report

10/28/2021
Date: ~~September 18, 2019~~

Time: 8:29

Bus #: 18

Driver: Melissa Flannery Number of Students on bus: 37

School (Circle One): BCMS/SBS WES RMS/HBS

SHS TBS WS

Check One: Rear Door Drill X 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: Melissa Flannery

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/2021
~~September 18, 2019~~

Time: 8:32

Bus #: 19

Driver: Bev Betsko Number of Students on bus: 33

School (Circle One): BCMS/SBS WES RMS/HBS

SHS TBS WS

Check One: Rear Door Drill X 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 Gray Signature: [Signature]

Drivers Signature: [Signature]

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: _____ October 28, 2021

Time of day the drill was conducted: _____ 8:20AM

School Name: _____ Whitehouse Elementary School

Location of the Emergency Evacuation Drill:

Whitehouse Elementary School

Route Number(s):

RV38,R7,R25,R10,RV36,R5

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

Marci Cole, Transportaion Dispatcher

Other information relative to the emergency evacuation drill:

Rear Door Evacuation Drill

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 830

Bus #: V38

Driver: Ruby Destefano

Number of Students on bus: 5

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: Liz Eckel -

Aide at WHS.

Drivers Signature: X Ruby De Stefano

Assisted children

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21 Time: 8:20 Bus #: 7

Driver: Russ Mobley Number of Students on bus: 45

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: X Liz Eckel -

Drivers Signature: X Russ Mobley

Aide from WHS
Assisted
children

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28/21

Time: 8:20

Bus #: 21

Driver: Deb H.

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	✓	
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:

M. Cole

Signature:

Marci Cole

Drivers Signature:

X Deb H.

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 8:25

Bus #: 10

Driver: Justine McAndrews

Number of Students on bus: 47

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"/>
		<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: M. Cole Signature: _____

Drivers Signature: XJ McAndrews

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 8:30

Bus #: _____

Driver: JO Ellen Omdal

Number of Students on bus: V36

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: Ellen Omdal

Drivers Signature: _____

Aide at WHS
assisted children

Branchburg/Readington Student Transportation

School Bus Evacuation Report

Date: 10/28

Time: 8:20

Bus #: 5

Driver: B. Hoff

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	<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: M. Cole Signature: _____

Drivers Signature: X Barbara Hoff