

**HEAD START OF LANE COUNTY
EVACUATION COMPLETION RECORD**

Bus Driver _____

Bus # _____

On _____ evacuation instructions were held at

_____.

- Students were instructed how to ride the bus safely, including buckle up, inside voices, sit on bottoms, and hands to themselves.
- Students were instructed how to use all emergency exits and where to assemble after exiting the bus.
- Students were instructed how to safely cross the road when loading and unloading to and from a school bus as instructed by the driver.
- Students were instructed where the cell phone was located and how to call 911 if ever needed.

This is the bus evacuation for the year: 1st 2nd 3rd Monthly Field Trip
(circle one)

Bus Drivers

Signature: _____ Date: _____

Staff

Signature _____ Date: _____

AM class PM class (circle one)

Number of Students Instructed _____ Number of Adults _____

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