

JORDAN SCHOOL DISTRICT  
Patrice Johnson, Ed.D., Superintendent of Schools  
West Jordan, Utah

# Interoffice Communication

Date: April 28, 2016

To: All Jordan School District Principals – with bus route students

From: Scott Thomas, Administrator of Auxiliary Services  
Herb Jensen, Director of Transportation  
Kathy Simmons, Transportation Trainer/Risk Coordinator

Subject: **State Required Bus Evacuations and School Bus Safety 2015-2016**

State required semi-annual school bus evacuations have been scheduled for this spring. This applies to those students that ride the bus daily to and from school. The evacuations will be conducted during the week of:

**Monday, May 2 thru Friday, May 6, 2016.**

Your school's regular bus driver will perform this evacuation as they drop your students off in the morning one of the days during that week. This procedure takes place at your school and is located in your normal bus drop off/pick up zone. This evacuation requires all professional school bus drivers, that transport students, to perform evacuation procedures in case of an emergency. This can either be a rear, side, front door or combination evacuation. The students will then, under the driver's direction and supervision, evacuate and meet in a safe place approximately 100 feet away from the bus.

Your assistance is welcome but not mandatory to complete this required evacuation drill quickly, safely and effectively.

Thank you for all you do to help us safely transport your students.

CC: Superintendent of Schools, Dr. Patrice Johnson  
John Larsen, Business Administrator  
Anthony Godfrey, Administrator of Schools  
Teri Timpson, Administrator of Schools  
Mike Anderson, Administrator of Schools  
Brad Sorensen, Administrator of Schools  
Jill Durrant, Administrator of Schools