

**TO: ALL TRANSPORTATION PERSONNEL**

**FROM:** Mary Ellen Cookingham  
Driver/Trainer

**DATE:** October 8, 2020

**Re: FIRST BUS EVACUATION DRILL**

All school bus drills will be done during the week of October 19th thru October 30, 2020. Please follow the schedule below, after arriving at your schools in the morning. Including Elementary schools. Use the **FRONT** door only for your **FIRST** bus drill.

PLEASE NOTE: Roosevelt High School and Haviland Middle School will have their bus drills on assigned days. Your route and day of your drill are listed below. Use FRONT door.

**ROOSEVELT: Week of October 19th**

MONDAY (Green Cohort) 5, 10, 13, 17, 27, 29, 31, 32, 33, 34  
TUESDAY (Green Cohort) 35, 36, 37, 38, 39, 40, 41, 42, 44, 47  
THURSDAY (Gold Cohort) 49, 50, 51, 52, 53, 54, 55, 57, 58, 59, 60  
FRIDAY (Gold Cohort) 61, 64, 67, 68, 69, 70, 74, 77, 81, 84, 85

**Week of October 26th**

MONDAY (Green Cohort) 49, 50, 51, 52, 53, 54, 55, 57, 58, 59, 60  
TUESDAY (Green Cohort) 61, 64, 67, 68, 69, 70, 74, 77, 81, 84, 85  
THURSDAY (Gold Cohort) 5, 10, 13, 17, 27, 29, 31, 32, 33, 34  
FRIDAY (Gold Cohort) 35, 36, 37, 38, 39, 40, 41, 42, 44, 47

**HAVILAND: Week of October 19th**

MONDAY (Green Cohort) 11, 13, 19, 25, 29, 31, 32, 33, 34, 35  
TUESDAY (Green Cohort) 36, 37, 38, 39, 41, 42, 43, 44, 45  
THURSDAY (Gold Cohort) 47, 48, 51, 52, 55, 57, 61, 66, 67  
FRIDAY (Gold Cohort) 68, 69, 70, 71, 75, 77, 81, 82, 84

**Week of October 26th**

MONDAY (Green Cohort) 47, 48, 51, 52, 55, 57, 61, 66, 67  
TUESDAY (Green Cohort) 68, 69, 70, 71, 75, 77, 81, 82, 84  
THURSDAY (Gold Cohort) 11, 13, 19, 25, 29, 31, 32, 33, 34, 35  
FRIDAY (Gold Cohort) 36, 37, 38, 39, 41, 42, 43, 44, 45

ALL DRILLS ARE TO BE COMPLETED IN THE SLOTS YOU ARRIVE IN. PLEASE KEEP YOUR RED WARNING LIGHTS ON DURING YOUR DRILLS.

**Elementary schools** will be completed on the following days:

MONDAY: Green Cohort VAS, NES, RRS, NPE (Routes 10, 27, 31, 34, 40, 41, 42, 45, 47)

TUESDAY: Green Cohort NPE (Routes 52, 58, 67, 68, 69, 71, 72, 73, 84)

THURSDAY: Gold Cohort VAS, NES, RRS, NPE (Routes 10, 27, 31, 34, 40, 41, 42, 45, 47)

FRIDAY: Gold Cohort NPE (Routes 52, 58, 67, 68, 69, 71, 72, 73, 84)

(If you drive for a private school, please do drills anytime this week)

**For this drill use the FRONT door.** Remind students about not pushing and shoving at the bus stop. Crossers need to obey drivers signal. The bus should stop about 7 to 10 feet back from waiting students, with the students then walking up to the opened door single file.

**PLEASE PRINT CLEARLY IN INK ALL INFORMATION, THEN SIGN AND DATE.  
ILLEGIBLE OR SLOPPY DRILL SHEETS WILL NOT BE ACCEPTED.**

**THANK YOU.**