



**THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL**

**MICHAEL J. BURKE  
CHIEF OPERATING OFFICER**

**E. WAYNE GENT  
SUPERINTENDENT**

CHIEF OPERATING OFFICE  
3300 FOREST HILL BOULEVARD, C-316  
WEST PALM BEACH, FL 33406

PHONE: 561-434-8584 / FAX: 561-357-7585  
[WWW.PALMBEACHSCHOOLS.ORG/COO](http://WWW.PALMBEACHSCHOOLS.ORG/COO)


August 30, 2013  
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**Contact:**

Pamela Bythwood, PX 58309  
[pam.bythwood@palmbeachschools.org](mailto:pam.bythwood@palmbeachschools.org)

**Action By:**  
**October 21, 2013**  
**February 14, 2014**

**TO:** All Principals

**FROM:** Michael J. Burke, Chief Operating Officer 

**SUBJECT:** SCHOOL BUS EVACUATION DRILLS SCHEDULE

Florida Department of Education Administrative Rule 6A-3.0171, *Responsibilities of School Districts for Student Transportation*, requires that each school conduct at least two bus evacuation drills per year during the first six weeks of each semester. Below is the schedule for bus evacuation drills for the 2013-14 school year. Please include these dates when planning your school calendar.

**First Semester**

- Monday, September 23, 2013  
All High Schools
- Tuesday, September 24, 2013  
All Elementary and Special Schools
- Wednesday, September 25, 2013  
All Middle Schools


**Second Semester**

- Monday, January 27, 2014  
All High Schools
- Tuesday, January 28, 2014  
All Elementary and Special Schools
- Wednesday, January 29, 2014  
All Middle Schools

The School Bus Evacuation Drill Report (eForm PBSO 0491) is available only in District eForms. The online eforms must be submitted no later than Monday, October 21, 2013, for the first semester drill and Friday, February 14, 2014, for the second semester drill. Bus evacuation drills may only be submitted in District eForms, and all bus codes must be reported on one form. Please visit the Transportation Services website at: <http://www.palmbeachschools.org/Transportation/busevacuation.asp> for a brief PowerPoint presentation.

EWG/MJB/SS:pb/lm

Approved: \_\_\_\_\_

  
E. Wayne Gent, Superintendent