



ARIZONA DEPARTMENT OF PUBLIC SAFETY  
**STUDENT TRANSPORTATION**

2222 West Encanto Boulevard  
PO Box 6638, Mail Drop 3150  
Phoenix, Arizona 85005-6638

Phone: (602) 223-2646  
Fax: (602) 223-2923  
Email: [schoolbus@azdps.gov](mailto:schoolbus@azdps.gov)  
Website: [azdps.gov/schoolbus](http://azdps.gov/schoolbus)

### EVACUATION DRILL

NOTIFICATION     CONDUCTED     RESCHEDULED     CANCELLED

**\*\*Please Print Clearly\*\***

TODAY'S DATE	DISTRICT / EMPLOYER		
SCHOOL NAME			
LOCATION OF TRAINING			
DATE(S) OF EVACUATION DRILL(S)			
TIME(S) OF DRILL(S)			
NUMBER OF PARTICIPANTS		SCHOOL YEAR	
DRIVERS NAME(S) AND CERTIFICATION NUMBER(S)			

 **Twice during every school year, a school shall conduct an evacuation drill of a school bus at the school including every passenger who rides or is in school on day of evacuation**

 **Use this form to notify the Student Transportation at least 14 days before an evacuation drill**

 **School shall submit form at least 14 hours before the date of any changes or cancellations**

 **Email completed form to [schoolbus@azdps.gov](mailto:schoolbus@azdps.gov)**