

RTAC FY24 Emergency Evacuation Procedures Test – Answer Sheet

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Pre-Trip

1. A pre-trip inspection must only be completed on vehicles that weigh more than 15,000 pounds and that require a Commercial Driver's License (CDL) to operate.

A. True

B. False*

**All vehicles used in commercial operations require a pre-trip to be performed prior to use, regardless of the weight and/or size of the vehicle. All commercial motor operators, regardless of license classification, must be knowledgeable of and perform a pre-trip inspection as required by the State of Illinois.*

2. All designated emergency exits, including side windows, rear doors, and roof hatches, should be checked every day during a pre-trip inspection.

A. True*

B. False

**All emergency exits should be checked each day during your pre-trip to ensure that they are in proper working order.*

3. It is recommended that all vehicles are equipped with a seat belt cutter; where on the vehicle should the seat belt cutter be located?

A. In the driver's compartment

B. Velcro to the dash of the vehicle

C. Within reach of the operator in his or her normal position

D. All of the above*

**The seat belt cutter will ideally be secured to the dash of your vehicle and within arm's reach so that it is accessible to you in the event that your vehicle is upside down or on its side.*

4. The U.S. Department of Transportation and the State of Illinois requires how much time for a pre-trip inspection to be completed?

A. 10 Minutes

B. 15 Minutes

C. 30 Minutes

D. No specific amount of time is defined by the U.S. DOT or the State of Illinois*

**US DOT and the State of Illinois do not state how much time should be designated to complete a pre-trip inspection as vehicles vary in size and requirements; however, the time determined by the employer should be appropriate for the operator to complete the inspection without having to rush or cut corners.*

5. A fire extinguisher is required to be on every commercial motor vehicle; what type of fire extinguisher must you have on your vehicle?
- A. A, B, C, D
 - B. A, B, C***
 - C. A, B
 - D. A

**All commercial motor vehicles require that an A, B, C fire extinguisher be present on the vehicle at all times.*

6. The first aid kit on a vehicle should have a minimum of ____ unopened items contained within it at all times.
- A. 5
 - B. 6
 - C. 7***
 - D. 8

**The 7 items should consist of gauze, bandages, etc. so that you are able to provide immediate support to injured passengers.*

7. Fire extinguishers must be inspected and recharged or replaced every _____.
- A. 6 months
 - B. 9 months
 - C. 12 months***
 - D. 15 months

**Most fire extinguishers must be inspected and recharged annually. To read the tag on the fire extinguisher, look for the hole punches that are located on the tag; they will provide you with the relevant information that you are looking for. If you are having issues, ask your supervisor for assistance. (Follow your local policies)*

8. The P.A.S.S. acronym can be a friendly reminder of how to use a fire extinguisher in the event of an emergency. What does P.A.S.S. stand for?
- A. Press the pin, Aim the nozzle up high, Squeeze the lever, Spray the fire
 - B. Pull the pin, Adjust the nozzle, Squeeze the lever, Stomp out the fire
 - C. Pull the pin, Aim the nozzle at the base of the fire, Squeeze the lever, Sweep from side-to-side***
 - D. Press the pin, Adjust the nozzle, Shake the extinguisher, Squeeze the lever

**Pull the pin, Aim the nozzle at the base of the fire, Squeeze the lever slowly, and Sweep from side-to-side to cover whatever it is that is on fire.*

9. While conducting the pre-trip of your vehicle, you see something leaking under the engine. The proper steps to take are to _____.
- A. **Document the leak and report to management***
 - B. Take the bus out as long as all fluid levels are safe
 - C. Notify management but do not document
 - D. Ask the previous driver if they had any problems

**Allow maintenance the opportunity to look at any leaks on your vehicle before it leaves the yard for the day to make sure that everything is okay and may not cause issues later.*

10. Knowledge of the location and use of all on-board safety equipment can be invaluable in an emergency situation.
- A. **True***
 - B. False

**If you are aware of the location and how to use the safety equipment, it will allow you to efficiently help and assist your passengers during an emergency.*

11. The most important safety feature found on a transit vehicle is the vehicle operator.
- A. **True***
 - B. False

**The driver is the most important safety feature on the vehicle; he/she should be knowledgeable on how to use the various safety features found on the vehicle to ensure that they are able to assist themselves and their passengers.*

Defensive Driving

12. Defensive Driving is one of the first steps to take to help prevent an accident.
- A. **True***
 - B. False

**Driving defensively can help you avoid situations that have the potential to turn in to an accident.*

13. Which of the following would best define Defensive Driving?
- A. Doing everything possible to avoid a collision
 - B. **A set of driving skills that allows you to defend yourself against possible collisions caused by other motorists***
 - C. Trying to watch out for distracted drivers
 - D. None of the above

**In layman's terms this means that you are driving for yourself and for others. You are constantly aware of your surroundings and expecting the unexpected.*

14. Some of the ways that a professional operator can drive defensively include:

- A. Recognizing what may become a hazardous situation
- B. Scanning far enough ahead
- C. Being aware of the space around the vehicle at all times
- D. All of the above***

**Be aware of other motorists that may be swerving due to cell phone usage, fatigue, etc. This has potential to turn in to a hazardous situation. Looking far enough ahead of you means looking 15 seconds or ¼ mile ahead of your vehicle when operating in a rural environment. Be aware of the space around your vehicle, and provide ample room to parked cars, pedestrians, bicyclists, and other motorists.*

15. Which one of these is NOT one of the three forms of distracted driving?

- A. Visual
- B. Mental
- C. Auditory***
- D. Physical

**There are three primary types of distracted driving. Visual distractions require you to take your eyes off of the road. A mental distraction requires you to take your mind off of what you're doing, which is driving. A physical distraction requires you to take your hands off of the wheel, reducing your ability to safely and effectively control the vehicle.*

16. A vehicle operator should look ___ seconds ahead of their vehicle so that they can prepare for and adjust accordingly for upcoming traffic signals, pedestrians, vehicle breakdowns, etc.

- A. 9 – 12
- B. 10 – 13
- C. 11 – 14
- D. 12 – 15***

**You should look ahead 12 – 15 seconds to ensure that you know what is occurring on the roadway in front of you. In town, 12 – 15 seconds accounts for approximately a block and a half while 12 – 15 seconds on the interstate represents approximately a quarter mile.*

Emergency Evacuation

17. Which of these situations WOULD NOT require evacuation?

- A. Vehicular rollover
- B. Fire or smoke conditions
- C. Flat tire***
- D. Vehicle immersion or submersion in water

** Remember, the safest place for your passengers is on the vehicle. You should only evacuate your vehicle when presented with imminent danger, which means that you have no other option than to evacuate for the safety of your passengers and yourself.*

18. If the engine compartment of a vehicle is on fire, the first thing you should do is get out of the vehicle, open the hood, and extinguish the fire as quickly as possible.

- A. True
- B. False***

**If you see flames coming from your engine compartment, keep the hood closed and evacuate your passengers as quickly as possible. Do not open the hood as you will introduce oxygen to the fire which will only amplify the flames.*

19. Your response to an emergency will be based on your knowledge of:

- A. The accident situation
- B. The characteristics of the riders on the vehicle
- C. The safety features and safety equipment on-board the vehicle
- D. All of the above***

**All three of the above items contribute to the way in which you will respond in an emergency evacuation. Having knowledge and information about the characteristics of your riders will help you understand how they may respond during an accident or what you may have to do to assist them. Knowing where the safety features are located and knowing how to use them will help you and your passengers. Accident situations will almost always be different but considering what you may need to do before an accident occurs will help you be better prepared in the event of a real emergency.*

20. If a smoke or fire condition is present or imminent, you should always:

- A. Remain in the vehicle and wait for help to arrive
- B. Evacuate your passengers first to ensure their safety***
- C. Contact dispatch to let them know that they need to contact the fire department
- D. None of the above

**Your passenger's safety is your responsibility. Always evacuate your passengers first to ensure their safety as fire and smoke spreads quickly.*

21. In order to warn oncoming motorists that your vehicle is disabled, you need to place your warning devices (triangles):
- A. As soon as possible
 - B. Within 10 minutes of pulling over, but only after you have ensured that your passengers are in a secure location***
 - C. They do not need to be set up
 - D. Once emergency personnel have arrived on scene

**The only time that you do not have to place your warning devices (triangles) is if you are the only person capable of overseeing the passengers. If you leaving the group unattended may possibly put someone in harm's way, then you do not have to place the triangles; otherwise, Illinois state law states that you have 10 minutes to place your warning devices after a breakdown/accident has occurred.*

22. If no imminent danger is present, the safest place for the passengers is _____.
- A. A safe distance away from the vehicle
 - B. Inside a building
 - C. To remain on the vehicle***
 - D. None of the above

**As previously mentioned, the safest place for your passengers is on the vehicle. Unless presented with imminent danger such as a rollover, fire/smoke, or submersion in water.*

23. If a weather event, such as a tornado, requires you to evacuate your passengers from the vehicle, where is the safest place to evacuate to?
- A. Into a ditch or ravine
 - B. Beneath an underpass or bridge
 - C. Into a sturdy structure or building
 - D. A & C***

**If a tornado is close enough to your vehicle that you must evacuate, you will want to get to a low-lying area, such as a ditch or a ravine, or into a sturdy structure or building. In the past, it was recommended that people take shelter from a tornado underneath an overpass; however, that recommendation has since changed due to the vacuum effect that is created below an underpass during a tornado.*

24. If faced with an emergency evacuation, the operator needs to assume a leadership role and remain _____ and _____.

- A. Firm, Aggressive
- B. Calm, Composed***
- C. Seated, Quiet
- D. Outspoken, Blunt

**Your passengers will base their emotions off of you. If you remain calm and composed, it will help your passengers to remain calm as best they can. You need to provide guidance and assistance to your passengers. Remaining calm and composed may be difficult, but it is important that you do your best for your passengers.*

25. If an unconscious passenger needs to be evacuated using the shoulder drag, the passenger's _____ should be pointed in the direction of the exit location.

- A. Feet
- B. Head***
- C. It doesn't matter how they are positioned
- D. A or B

**If you attempt to remove an unconscious passenger by dragging them by their legs, it is likely that they will sustain further injuries to their head and neck bouncing and moving around without assistance. Be sure to use the shoulder drag to minimize any additional injury to their head or neck.*

26. Passengers who use mobility devices should be evacuated first.

- A. True
- B. False***

**Ambulatory passengers should be evacuated first as they are able to assist themselves in getting off of the vehicle. Once all ambulatory passengers have been removed, attempt to evacuate passengers who utilize mobility devices. Remember to only evacuate the person and not the device.*

27. In the event that a vehicle was to break down on a divided road in which the flow of traffic was all headed in the same direction, the triangles should be placed:

- A. Two triangles behind the vehicle and one triangle in front, all at appropriate distances
- B. Three triangles in front of the vehicle, all at appropriate distances
- C. Three triangles behind the vehicle, all at appropriate distances***
- D. Two triangles in front of the vehicle and one triangle in back, all at appropriate distances

**Since the road is divided and the traffic is all headed in the same direction, you are only required to warn the traffic coming from behind you. The triangles should be placed at 10, 100, and 200 feet, respectively.*

28. When evacuating passengers out of a window, put their _____ out of the window first.

- A. Feet*
- B. Head
- C. Hips
- D. Body

**If you were attempting to evacuate a passenger out of a window, it is safer to remove them with their feet first so that in the event that they were to be dropped for any reason, they did not land on their head.*

29. An operator should always evacuate every passenger on board their vehicle during an emergency, even if it means attempting a maneuver that they do not have confidence that they can perform.

- A. True
- B. False*

**Your personal safety and well-being must always be taken into consideration. You are the lifeline between the emergency responders and the passengers that may still remain on the vehicle. Do not attempt any maneuver which may cause injury to you and that you are not 100% confident in performing.*

30. It may be necessary to physically remove a person from a vehicle in order to save his or her life.

- A. True*
- B. False

**Some individuals with developmental disabilities may not want to leave the vehicle because that is where they feel safe even if a fire is evident. If this is the case, you can physically remove someone in order to get him/her to a safe location.*

31. An operator should always know how many passengers are on-board their vehicle at all times in order to:

- A. Understand what types of assistance may be needed if an evacuation occurs
- B. Verify that no riders are remaining on-board if an evacuation occurs
- C. Explain important information to emergency personnel if an evacuation occurs
- D. All of the above*

**Always do your best to be aware of how many passengers are on your vehicle so that you are able to respond accordingly in the event of an evacuation. Look over your manifest each morning so that you know approximately how many people may or may not be on your vehicle at any given point throughout the day.*

32. If an emergency evacuation were to occur, at a minimum the information relayed to dispatch or emergency personnel should be:

- A. Operator name and vehicle number
- B. Current location including concise description of the emergency
- C. A request for police and ambulance help
- D. All of the above***

**Providing dispatch or emergency personnel with accurate information after an accident is critical. The number of ambulances and emergency responders that will be sent is entirely dependent on what you do or do not say. Let the responders/dispatch know exactly how many people are injured and what those injuries consist of.*

33. The better the description relayed to the dispatcher, the quicker and better the response will be from emergency preparedness forces.

- A. True***
- B. False

**Just like was mentioned in the previous question, be accurate and precise with your description.*

34. When emergency responders arrive on-scene, you should:

- A. Be cooperative
- B. Answer all of their questions
- C. Provide them with all of the information appropriate to facilitate evacuating any remaining passengers
- D. All of the above***

**Nobody at the scene of the accident will know more about the vehicle or the passengers involved than you. Provide the emergency responders with as much relevant information as necessary about the individuals that still may be inside the vehicle, including the layout of the vehicle (in case it is difficult to see because of smoke or fire.) Let them know if any of the passengers use a mobility device or have any special characteristics that may need to be noted to perform the evacuation.*

35. During an evacuation, which passengers should be evacuated first?

- A. Visually impaired passengers
- B. Mobility impaired passengers
- C. Ambulatory passengers***
- D. The order does not matter

**Give clear orders to any ambulatory (able to move on their own) passengers that they need to evacuate the vehicle. Provide them with where they need to go once off of the vehicle, and what they need to do once they get there. Once all ambulatory passengers are out of the vehicle, then begin evacuating any mobility-impaired passengers.*

36. It is okay to request assistance from a passenger during an evacuation.

- A. **True***
- B. False

**Since time is critical in a lot of situations, the more help that you can get, the better the evacuation will be. Anything that any passenger can do to assist you will help speed up the evacuation. This includes tasks such as physically helping remove someone from a vehicle, or small tasks such as holding open a window or even talking to someone in order to keep them calm. Have your passengers assist as much as they can.*

37. The driver should speak loudly and _____ when giving instructions during an evacuation.

- A. Firmly
- B. Clearly
- C. Without panic
- D. **All of the above***

**When giving instructions, speak loud, clear, firm, and without panic. Clarity and confidence during an evacuation can make a major difference. It will help keep the passengers calm (within reason) and will provide a much more efficient evacuation process. Though it may be difficult to be clear and confident in an emergency situation, do your very best.*

38. The first thing an operator should do once an accident that requires evacuation has occurred is to contact dispatch to let them know.

- A. True
- B. **False***

**Since time is a critical component in most emergency evacuations, it is recommended that dispatch be contacted after the evacuation has occurred. This is merely a recommendation and should not interfere with any local policies that may be in place at your location. Ensuring ample time for an evacuation is important.*

39. Which of the following WOULD BE cause for evacuation?

- A. Vehicle rollover
- B. Fire or smoke conditions
- C. Submersion in water
- D. **All of the above***

**All of the above emergencies would constitute imminent danger, and would require an evacuation take place.*

40. If a vehicle becomes fully engulfed in smoke and there are still passengers on the bus, it is the operator's responsibility to go back on the vehicle to remove them.
- A. True
 - B. False***

**As mentioned previously, an operator should not put themselves in a bad position. If you do not feel confident that you can re-enter the vehicle and evacuate another passenger without possibly causing harm or injury to yourself, then you must await the arrival of the emergency responders.*

41. During an evacuation, riders should be moved to _____.
- A. Another vehicle once it arrives
 - B. A safe distance away from the vehicle
 - C. A safe distance away from the vehicle, far enough away so that an explosion will not injure evacuated passengers***
 - D. All of the above

**Be sure that you move passengers far enough away from the vehicle that they would not or could not be injured by further issues that may occur related to the emergency; however, be sure not to move passengers so far away from the vehicle that you are only able to evacuate one person because of the distance. If necessary, evacuate as many people as possible, and then move the group further from the situation.*

42. The best exit to use during an evacuation is _____.
- A. The closest exit
 - B. The largest exit
 - C. The exit that is closest to you that will remain open the longest***
 - D. Any of the above

**Using the closest exit to you that will remain open the longest will provide you with a routine exit in and out of the vehicle. Using the same "pathway" in and out of the vehicle will make the evacuation much more efficient for you and the passengers. You will know what obstacles may be in the way, and what you need to do in order to get around them.*

43. When an evacuation is imminent, the driver should _____ and _____ the evacuation.
- A. Take charge, lead***
 - B. Panic, ignore
 - C. Exit the vehicle, yell directions to the passengers from outside of the vehicle about
 - D. Ask questions, frantically contact dispatch to tell them about

**The moment that you feel that an evacuation is the best (or possibly only) option, you need to take charge of the situation and lead in the evacuation process. Do not allow others to make their own decisions; you need to tell people what they are going to do, and how the process will take place. You are in charge and responsible for your passengers.*

44. It is the responsibility of the _____ to ensure the safety of the individuals on board the vehicle.
- A. **Operator***
 - B. Other passengers
 - C. Passengers themselves
 - D. None of the above

**I've mentioned quite a few times that you, the operator, are responsible for the safety of the passengers onboard your vehicle. You accepted this responsibility when you accepted the position. Take pride in what you do, and provide the safest, most reliable transportation that you can.*

45. When assisting in an evacuation, always remember your own _____.
- A. Family
 - B. Control
 - C. Passengers
 - D. **Strengths and limitations***

**Never attempt a maneuver that you are not confident that you can perform. If you know that you have issues with your back or knees, be mindful of the techniques that you use to evacuate people. If you do not feel comfortable or confident with your abilities, then you must wait for emergency responders to arrive in order to assist you or provide the evacuation necessary. Again, do not become a victim because you were trying to be a hero.*

46. If a vehicle were to become submerged in water, an operator is required to stay in the vehicle and rescue all passengers onboard before they can exit the vehicle and call for help.
- A. True
 - B. **False***

**A vehicle operator should do their very best to save as many passengers as possible; however, if they are unable to assist everyone, they must make certain that they are able to get themselves out of the vehicle in order to place a call to 911 and get the appropriate help.*

47. After an evacuation has been completed, an operator should provide immediate life support to passengers in need until emergency personnel arrive. This also includes providing moral support to injured and uninjured passengers.
- A. **True***
 - B. False

**If you are first aid and/or CPR certified, provide assistance to passengers in need. As this is a traumatic event, passengers will have vivid recollections of what occurred. Let them know that you are there, and that help is on the way to assist them. They will appreciate knowing that you are there for them.*

48. An operator/employee of a transit agency should be considerate of the language used at an accident scene and avoid phrases such as “I’m sorry” or “You will be okay” as both statements could potentially place the agency in jeopardy should legal action occur.

A. True*

B. False

**The statement “I’m sorry” could be considered as an admission of guilt for an accident occurring should a legal battle ensue. The statement “You will be okay” is also another point of contention. Since most of us are not trained medical professionals, we have no ability to potentially address the overall well-being of an injured passenger. The best thing to do is inform injured passengers that help is on the way and you will remain with them until the emergency responders arrive.*

49. Since emergency evacuation events are so rare, periodic discussion and consideration about how to evacuate a vehicle will help you to be better prepared should an emergency occur.

A. True*

B. False

**As evacuation events are rare, it’s a good idea to give the topic some thought every so often so that you have a reference on what you would do if a situation required you to evacuate your vehicle and to determine how you may respond.*

50. YOU are responsible for ensuring the safety of your passengers – and yourself – during an evacuation.

A. True

B. True

**I think I have made this very clear. ☺*