

FY20 Emergency Procedures Test with Answers  
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Pre-Trip

1. A thorough pre-trip should be performed in a routine manner every day to ensure consistency and accuracy.
  - a. **True\***
  - b. False

*\*Performing a thorough, routine pre-trip will help to ensure that you are checking all aspects of the vehicle the same way each day and not "pencil whipping" your pre-trip report.*

2. As long as at least one emergency exit window or roof escape hatch is in working order, it is okay to operate the vehicle.
  - a. True
  - b. **False\***

*\*All emergency exit windows and/or roof hatches must be in appropriate working order before the vehicle goes out on the road regardless of how minor the issue may be.*

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.*

4. In the event that the seat belt cutter is used, the blade/whole device must be \_\_\_\_\_ before placing back into the vehicle.
  - a. No action is necessary
  - b. Cleaned
  - c. **Blade replaced/Whole device replaced**

*\*After a single use of a seat belt cutter, the blade must be inspected and replaced to ensure that it is in proper working order for the next person - which could very well be you.*

5. As long as there is a fire extinguisher on the vehicle, it does not matter where or how it is stored.
  - a. True
  - b. **False\***

*\*Fire extinguishers must always be properly secured to the vehicle so it does not become a projectile object during an accident.*

6. The first aid kit on a vehicle should have a minimum of \_\_\_\_ unopened items contained within it at all times.
- 5
  - 6
  - 7\***
  - 8

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

7. Fire extinguishers must be inspected and recharged or replaced every \_\_\_\_\_.
- 6 months
  - 9 months
  - 12 months\***
  - 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. While conducting the pre-trip of your vehicle, you see something leaking under the engine. The proper steps to take are to \_\_\_\_\_.
- Document the leak and report to management\***
  - Take the bus out as long as all fluid levels are safe
  - Notify management but do not document
  - 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 on.*

9. Knowledge of the location and use of all on-board safety equipment can be invaluable in an emergency situation.
- True\***
  - 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 situation.*

10. The best time to find out that an emergency exit is not working is during an evacuation.
- True
  - False\***

*\*Always check your emergency exits during your pre-trip so that you know they are in proper working order.*

# Defensive Driving

11. 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.*

12. Which of the following would best define Defensive Driving?

- a. One who will do 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 laymen's terms this means that you are driving for yourself and for others. You are constantly aware of your surroundings and expecting the unexpected.*

13. 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 you in 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.*

14. 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.*

15. If any chemical smell is present in the vehicle, it is okay to continue driving until the smell can be clearly identified.

- a. True
- b. **False\***

*\*It is recommended that you pull over and take appropriate precautions about what the chemical smell is and where it may be coming from.*

## Emergency Evacuation

16. Paratransit vehicles burn quickly and intensely, and generate huge quantities of smoke with over \_\_\_\_ types of toxic gases.
- 20
  - 30
  - 40
  - 50\***

*\*Most fire deaths are not caused by burns, but by smoke inhalation. Often smoke incapacitates so quickly that people are overcome and can't make it to an otherwise accessible exit.*

17. You should keep in mind the “\_\_\_\_\_” which holds that a clear aisle reduces accidents on-board the vehicle and facilitates a smooth evacuation.
- Open Walkway Concept
  - Free and Clear Concept
  - Clear Aisle Concept\***
  - Up and Out Concept

*\*A clear aisle makes it much easier to facilitate an evacuation. It provides you with enough room and space to get in to and out of the vehicle in a more efficient manner. This could make the difference in the amount of passengers you are able to evacuate.*

18. Your response to an emergency will be based on your knowledge of:
- The accident situation
  - The characteristics of the riders on the vehicle
  - The safety features and safety equipment on-board the vehicle
  - 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.*

19. If a smoke or fire condition is present or imminent, you should always:
- Remain in the vehicle and wait for help to arrive
  - Evacuate your passengers first to ensure their safety\***
  - Contact dispatch to let them know that they need to contact the fire department
  - 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 and swiftly.*

20. 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 would possibly put someone in harms 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.*

21. 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.*

22. Wheelchair lifts should only be used in an evacuation when \_\_\_\_\_.

- a. There is more than one passenger using a wheelchair or other mobility device
- b. Operated manually and no other viable option is available\***
- c. The passenger requests it
- d. None of the above

*\*The wheelchair lift door should be your last option unless there is no other alternative. Attempting to manually deploy the lift will delay and prolong your evacuation process. If your vehicle is upside down, the wheelchair lift door will not be able to be used as an emergency exit as the lift will prohibit you from exiting the vehicle.*

23. 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. The ability to remain calm and composed may be difficult, but it is important that you do your best for your passengers.*

24. 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.
- Feet
  - Head\***
  - It doesn't matter how they are positioned
  - 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.*

25. Passengers who use mobility devices should be evacuated first.
- True
  - 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.*

26. In the event that a vehicle were 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:
- Two triangles behind the vehicle and one triangle in front, all at appropriate distances
  - Three triangles in front of the vehicle, all at appropriate distances
  - Three triangles behind the vehicle, all at appropriate distances\***
  - 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.*

27. When evacuating passengers out of a window, put their \_\_\_\_\_ out of the window first.
- Feet\***
  - Head
  - Hips
  - 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.*

28. 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.
- True
  - False\***

*\*Your personal safety and well-being must always be taken in to 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.*

29. It may be necessary to physically remove a person from a vehicle in order to save his or her life.
- True\***
  - 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.*

30. If a service animal is on-board, evacuate the \_\_\_\_\_ first and then \_\_\_\_\_.
- Service Animal, the passenger whose animal it is
  - Passenger whom the animal assists, the animal\***
  - A or B

*\*You want to remove the person first, and then the animal whom the person assists. Animals are important, but the passenger is the reason that the animal is on the vehicle. Again, your passenger's safety is your responsibility.*

31. An operator should always know how many passengers are on-board their vehicle at all times in order to:
- Understand what types of assistance may be needed if an evacuation occurs
  - Verify that no riders are remaining on-board if an evacuation occurs
  - Explain important information to emergency personnel if an evacuation occurs
  - 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 minimum the information relayed to dispatch or emergency personnel should be:
- Operator name and vehicle number
  - Current location including concise description of the emergency
  - A request for police and ambulance help
  - 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

*\*This 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 as a whole 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 are capable.*

37. The driver should speak loud 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. When placing multiple mobility devices in the vehicle, evacuation should not be a factor in where they are positioned.
- a. True
  - b. **False\***

*\*Be sure to consider placement when transporting multiple mobility devices. It may be easier to place certain devices in specific areas if possible. Think about what would be the safest, most efficient way to evacuate those passengers. This would be dependent on the number of passengers on your vehicle and the types of devices that they use.*

39. 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 polices that may be in place at your location. Ensuring ample time during an evacuation is important.*

40. 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.*

41. 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.*

42. During an evacuation, riders should be moved to \_\_\_\_\_.
- Another vehicle once it arrives
  - A safe distance away from the vehicle
  - A safe distance away from the vehicle, far enough away so that an explosion will not injure evacuated passengers\***
  - 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 as a whole further from the situation.*

43. Depending on the physical limitations of an operator, it is okay to assist passengers to a nearby location to expedite the evacuation process; the riders could then be moved to a more secure location at a later time.
- True\***
  - False

*\*As previously mentioned above.*

44. The best exit to use during an evacuation is \_\_\_\_\_.
- The closest exit
  - The largest exit
  - The exit that is closest to you that will remain open the longest\***
  - 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.*

45. \_\_\_\_\_ is much more deadly than \_\_\_\_\_.
- Fire, smoke
  - Smoke, fire\***

*\*With so many toxins contained within smoke, it does not take long to incapacitate you.*

46. When an evacuation is imminent, the driver should \_\_\_\_\_ and \_\_\_\_\_ the evacuation.
- Take charge, lead\***
  - Panic, ignore
  - Exit the vehicle, yell directions to the passengers from outside of the vehicle about
  - 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.*

47. 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.*

48. 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.*

49. If fire is present, pull over to the side of the roadway, turn off the vehicle, and place the radio/cell phone outside of the vehicle to be used to contact dispatch after the evacuation has occurred.
- a. **True\***
  - b. False

*\*Like the old saying goes "Where there's smoke, there's fire." If you see smoke, assume that fire will follow behind it and pull over to the side of the road. Turn off your vehicle to limit the movement of anymore liquid throughout the engine, and place the radio/cell phone outside of your vehicle (if possible). Perform the evacuation and then contact dispatch. Again, please follow your local policies; this is only a recommendation.*

50. YOU are responsible for ensuring the safety of your passengers during an evacuation.
- a. **True**
  - b. **True**

*\*I think I have made this very clear. 😊*