

Operation Safe Stop



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Checklist of Contents Operation Safe Stop Tool Kit

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Funded by the National Highway Traffic Safety Administration with a grant from the New York State Governor's Traffic Safety Committee.

Operation Safe Stop



How to use your Tool Kit

How to use your Tool Kit

to make a better Operation Safe Stop in your community.

This “tool kit” is intended to provide you with the basic materials you will need to run an effective and successful Operation Safe Stop event. With this tool kit, you will be able to coordinate better with the Statewide Operation Safe Stop program or manage your own local Operation Safe Stop program at any time during the year.

The New York Association for Pupil Transportation is grateful to the New York State Governor’s Traffic Safety Committee and the New York State Department of Motor Vehicles for supporting this program.

Contained in this tool kit you will find several items which are described below in terms of what they are, where they are and how to use them effectively. Please take time to look through all the materials and review them for your information and preparation. Also take a moment to review the handy checklist to ensure that everything that is supposed to be in this tool kit is actually contained as promised.

Cover Letter and Instructions

You should have found by now a **cover letter** welcoming you to the Operation Safe Stop Tool Kit and explaining its origins and the source of funding that supports it.

You should also have found (*if you are reading this!*) a basic **“how to” guide** for the Tool Kit. This will explain for you what all of the pieces are and how they fit together. Included with this “how to” guide will also be a **checklist of contents** so that you can be sure it’s all here!

The last piece under Cover Letter and Instructions should be a brief four page **description and worksheet** outlining steps that need to be taken to run your Operation Safe Stop event. This is a very handy walk-through of contacts and orderly steps for your event. It can serve as a road-map of sorts to get you on your way to a successful day!

Videos

You should find two short **VHS recordings** in your Tool Kit. One is an informational video and the other is a roll call video.

The **Informational/Instructional Video** is for your use in making presentations before PTAs, School Boards and others. It covers basic information on Section 1174, Operation Safe Stop, and the kinds of violations we have experienced against the law.

The **Public Service Announcement Video** is intended to be distributed to local TV and media outlets as well as local school TV stations. It runs 30 seconds in length.



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Sample Forms and Protocols

Contained in this section of the Tool Kit are materials that you can use directly by copying them into your letterhead. Feel free to use them as is or adapt them to local program directions and needs.

What's here?

Sample Award/Recognition Certificate

Everyone who participates in an Operation Safe Stop event is entitled to someone telling them they did a good job and that their efforts were appreciated. This sample certificate can be used locally by adding the name of the person to be recognized and having a local official sign off on it. Or you can tailor it any way you need using the standard Operations Safe Stop theme as the basis for your certificate.

Law Enforcement Violation Report

At the end of every Operation Safe Stop event, it is important for the local coordinator to ensure that details of all violations be submitted by law enforcement officials to the Governor's Traffic Safety Committee which is the overall coordinator of the Operation Safe Stop program. This is the only way we have to compile records about the kinds and extent of violations during the day. This report will collect and report not only violations of Section 1174, but also of other traffic-related incidents that might have gone undetected in the absence of the Operation Safe Stop effort.

School Bus Driver Survey Form

This form is required to be completed by school bus drivers to determine the incidence of violations of Section 1174 around their individual school buses. Drivers who do not witness any incidents or violations are not required to submit a form. Those who do are required to complete and submit a form.

School Bus Driver Hot Spot Report

Every community participating in Operation Safe Stop will target certain intersections or stretches of road on which it is expected (by experience or by research) that incidents of violations of Section 1174 will be greater than in other areas. School bus drivers who travel along these areas are asked to report any incidents or violations in particular. This is a variation on the School Bus Driver Survey form but continues to request additional information about locations of violations.

Regional Coordinator Reporting Form

This form should be completed at the end of the event by all local or regional coordinators. It allows for a summary of the event in statistical and 'personpower' terms. It also allows for reporting of various other incidents and activities of the day. The information shared via this report will be summarized by the statewide coordinator for dissemination and explanation among the regional and local coordinators. This will all help improve and strengthen the program in future years and in other areas.

Envelope Stuffers of Flyers (3 different versions)

You've seen them in billing envelopes and blown inside magazines. Well now we have our own collection of child safety cards that can be distributed home with students with their homework or mailed out with PTA notices or handed out at a shopping mall for your promotional programs. There are three different cards – one aimed at children, one at parents, and one at the motoring public. Each has tips and basic safety information on one side and basic information on illegal passing of school buses on the other. This promises to be a popular event.

Additional Materials

We could have filled this Tool Kit with many materials that you have seen before or even some new materials. We tried to complete it with information that you need to do the job locally or one that would complement your efforts.

We are interested in what additional information or materials would help you in performing all the work that goes into a successful Operation Safe Stop event.

We also hope that the information contained in this Tool Kit is useful and you will use it to your best benefit. What follows is a list of additional materials contained in this Tool Kit.

Sample Letters and Communications (see separate word file)

Contained in this section of the Tool Kit are letters, notices and press releases that you can use directly by copying them into your letterhead or retyping them for your use. Feel free to use them as is or adapt them to local program directions and needs.

Specifically, you will find:

Letter to Local Police Departments

Cooperation with and involvement of local police departments (city, town, village, county) is vital to the success of your event. This letter gives the basics and invites participation by these important officials.

Letter from Local District Attorney to Local Police

Sometimes, it takes one law enforcement official indicating that this is an important event to convince another law enforcement official to participate. The local District Attorney is an important supporter to your event. Their signal that violators of Section 1174 will not be tolerated in their jurisdiction is a great endorsement. This can be a very persuasive letter, indeed!

Press Releases

This is one of two formats for making contact with the press. It is important to establish early contacts with local media and to take time to discuss the reasons and purposes for the Operation Safe Stop program. Use this press release to disseminate basic information but then also use it as a means to attract questions from reporters and news desks. All news outlets (print or electronic) have detailed daily schedules that are always in need of good stories to fill the board. Present your event to them in terms that you would find interesting yourself. If you don't portray it as interesting, why should they listen? Make it important and urgent – focus on safety for children.

Letter to Local Traffic Safety Boards

Among the many partners that we have developed over the years in Operation Safe Stop activities are local Traffic Safety Boards. Many such boards are organized at the County level and provide a useable network of providers and law enforcement representatives. You should make contact with these boards as early and as often as possible. They are often a very practical point for coordination among other law enforcement officials

Notice for Participating Malls and Retailers

Many programs have begun to use local shopping malls and retail outlets to promote Operation Safe Stop and student transportation safety. This letter is a door-opener and invitation to such establishments to get involved and help you in this important cause.

Thank you Letter to Police and Law Enforcement Officials

We learned way back in grade school that you can't say "thank you" enough. This is just a sample "thank you" to local law enforcement officials for the important part they played in the success of the event. Don't forget the "Thank You!"

Notice to School Colleagues

What if they threw an Operation Safe Stop Day and no one knew?! Your colleagues at your school district and in your school buildings should be aware that your Operation Safe Stop event is upcoming. They should be encouraged to participate and assist through parental information and perhaps even classroom projects or recognition. This is a start in telling them the story and getting them involved.

Notice to Drivers and School Transportation Staff

On the road on the morning of your event will be your bus drivers and monitors/attendants. These individuals must be engaged fully in order for your event to be effective and successful.

This letter gives the basics – you should feel free to elaborate with more information, as well as incentives or ideas for greater participation and alertness.

School Bus Press Advisory

Here again, contact with the press must be structured and informative. It is important that you, and not the press, control the story. Present our facts (which are compelling, and true!) to them and keep them out there for them to discuss. The story is in the fact that people break the law and children get hurt and/or killed as a result. The story is in the fact that there is something that everyone can do about the problem – and that is to take responsibility for their own actions by stopping every time they see a stopped school bus with red lights flashing and stop arm extended – a clear indication that children are getting on or off the school bus – and an indication to STOP for the school bus.

Evaluation

Okay, so you have completed your own Operation Safe Stop event. The day is over. The forms are being filled in and filed. The press has all gone home and you are left along to wonder how it all went.

We want to be right there with you and have provided a fill-in form for you to share your reactions not only to the event, but also to the effects that the Tool Kit had on your event and your ability to plan and execute effectively.

Don't pass up this opportunity to shoot from the hip on how the day went and how useful (or otherwise) this tool kit was in your efforts. This is also an opportunity for the planners of this Tool Kit to make decisions regarding its continuation, improvement, expansion or changes.

Thank you in advance for taking the time to complete the **Local Coordinator's Evaluation and Comments Form**.

Operation Safe Stop



Basic Responsibilities

Basic Responsibilities For Program Coordinators

Operation Safe Stop
Will be held on

*To professionally present the **Operation Safe Stop** program each director of transportation will need to meet certain responsibilities for each and every school district.*

**Your cooperation is vital.
Your efforts in executing these action items
for your school district are essential.**



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Step 1: Notification Within Your School District

Complete by: 90 Days Prior To Event

- Notify your superintendent of schools, school business official, and school principals of Operation Safe Stop (See Tool Kit for sample).
- Enlist their support, since you will be using their resources.
- Make certain that they are prepared and informed if they should be approached with questions from district residents or for comments from media sources.
- Notify your public relations departments as they often have resources and contacts to publicize the event.
- Ask schools to publicize the event in newsletters, bulletins, etc. (See Tool Kit for sample).

Step 2: Notification To Law Enforcement Agencies

Complete by: 60 Days Prior to Event

Contact the following law enforcement officials in the order listed. This includes NYS Police Zone Commanders and the appropriate County Sheriff Department zone commanders and central office. Explain the concept and objectives of Operation Safe Stop, and the role that will be required of each law enforcement agency in order to ensure its success. The objective of Operation Safe Stop is to educate the motoring public on the dangers of passing stopped school buses. Visibility of all county law enforcement agencies is essential in this regard.

During morning and mid-day routes, officers will be asked to provide directed patrol and surveillance of identified problem areas on designated school routes. During afternoon routes, officers will be asked to follow school buses on such routes.

- A. **Local Chief of Police:** Every Town or Village police department with jurisdiction in any portion of your school district.

Name	Municipality	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- B. **County Sheriff:** Zone serving your district.

Name	Zone	Phone	Email
_____	_____	_____	_____

- C. **State Police:**

Name	Troop	Phone	Email
_____	_____	_____	_____

Step 3: Notification To Local Elected Officials

Complete by: 60 Days Prior to Event

Personally contact each of your Village, Town, County and State elected officials:

Village, Town, County or State	Elected Official	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Encourage them to be present at your press conference on the day of the event. If anyone would like to meet you at a school in your district for a photo opportunity, this photo can later be sent to local media outlets.

Stress that this is a win-win situation. Operation Safe Stop presents them with a unique opportunity for warm, fuzzy, positive publicity and exposure. While reaping these benefits, it will be instrumental in reinforcing school bus safety and motorist education.

If any public official should state that they have already been contacted, this is exactly what we want to hear. They are more likely to respond to multiple requests than to individual requests when they make decisions about how to schedule their valuable time.

Step 4: Notification To Local/Community Newspapers & Media

Complete by: 30 Days Prior to Event

Contact your local or community newspaper reporter, and state that you (personally) are coordinating a local event which will be essential in ensuring the safety of all local children who ride school buses. Remember that you are stressing the local angle and the importance of this program to local children.

Media Outlets:

Company	Contact	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You should have prepared a press release and personalized it for each media outlet. You should have updated or tailored this press release to meet your needs. If you don't have time to do so, you can duplicate the one which has been provided in the Tool Kit on your school district letterhead and distribute it by your press contact deadline.

Step 5: Preparation Within Your School District

Complete by: 10 – 14 Days Prior to Event

- Prepare at least two (2) route sheets for each shift – AM, Mid-day and PM, for routes where experience shows that there is a high level of experience with vehicles passing stopped school buses. Route sheets will be given to local law enforcement agencies in advance so that the officers who are assigned to follow school buses during Operation Safe Stop will be able to do so as easily and as efficiently as possible.
- Be sure that there are adequate left-right directions, stop times and notations of problem stops listed on each route sheet.
- Law enforcement agencies often appreciate/prefer a listing of stop locations, with bus numbers and stop times, so that they can focus on hot spots and not follow a bus through housing tracts, etc. where the likelihood of a motorist passing the stopped bus is unlikely.
- Notify all drivers in your district of the importance and details of Operation Safe Stop (See Tool Kit). This is especially important for those drivers whose route sheets are being provided to law enforcement agencies. Be sure that they understand that Operation Safe Stop is being conducted in their best safety interest and in the best interests of their students' safety. Therefore, their support and cooperation is vital.

Before the Day of the Event

There are so many things to take care of before you can begin an Operation Safe Stop day or event. The list below is intended to keep you a little organized – or at least to have a general idea of what needs to be done!! Each local event may be different but there are some steps that are common to all successful events.

Good luck and we hope this information is helpful!

So now, before you begin.... Have you:

- Contacted the local media?
- Had a meeting with school leadership?
- Coordinated with local law enforcement agencies?
- Arranged for a press event to announce the Operation Safe Stop program?
- Informed your drivers and staff?
- Prepared Certificates of Recognition and Thanks?
- Prepared Letters of Thanks to Partners?
- Arranged for Reports to be Submitted to the State?
- Presented Information to the School PTA's?
- Prepared the Teaching Staff at the Schools?
- Elicited Political Support from Mayors and Town Supervisors or County Officials?

Operation Safe Stop



Local Coordinator Evaluation and Comments

Event: _____ Local Coordinator: _____

Event Date: _____ Contact Phone: _____ Email: _____

Assess local law enforcement involvement:

Assess school district/school has operation involvement:

Discuss driver involvement and preparation:

Discuss media coverage and responsiveness:



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Assess usefulness of Tool Kit materials:

Discuss ways to improve the Tool Kit or things that would make it more useful:

Discuss ways to improve Operation Safe Stop:

Discuss ways to expand Operation Safe Stop:

Other comments you would like to offer:

Operation Safe Stop



Sample Packet

Sample Letters and Communications

Contains:

- *Letter to Local Police Departments*
- *Letter from District Attorney to Local Police*
- *Press Release*
- *Letter to Local Traffic Safety Boards*
- *Notice for Participating Malls or Retailers*
- *Thank you to Police and Law Enforcement Officials*
- *Notice to School Colleagues*
- *Notice to Drivers and School Transportation Staff*
- *School Bus Press Advisory*



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Operation Safe Stop



Letter to Local Police Departments

(address)

Dear Chief _____:

Every year children are needlessly killed or injured by motorists who pass stopped school buses that are loading and unloading student passengers. A statewide plan of action has been undertaken in order to help alleviate this serious safety problem. This plan of action is titled **Operation Safe Stop**.

Operation Safe Stop is aimed at educating the motoring public that passing a stopped school bus is dangerous and illegal. It is a combined effort of law enforcement agencies, school personnel, school bus contractors, traffic safety organizations including our local Traffic Safety Board and the media to drive home this message to the motoring public.

Please contact me at _____ (phone) if you are able to participate in this very important event. **Operation Safe Stop** will take place on _____ (date). A press conference will be held to kick off the event on _____ (date) at _____ (location). A debriefing breakfast will be held on _____ (date) at _____ (location).

Hoping that your involvement in Operation Safe Stop will ensure the safety of all children.

For the children,

(your name)

(title)

(affiliation)



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Operation Safe Stop



Letter from District Attorney to Local Police

(address)

Dear Chief _____:

Operation Safe Stop is a county-wide program aimed at educating the public to both the danger and illegality of passing a stopped school bus. I wholeheartedly endorse this important program and its goals.

The committee sponsoring the program has targeted _____ (date) as a date for increased enforcement of this violation of the Vehicle and Traffic Law. The committee has requested that any motorist charged with passing a stopped school bus on this date be held and charged and not offered a reduced plea.

As you are aware, my office is not directly involved with the prosecution of these cases. Motorists charged with this offense are generally prosecuted either by the officer who issued the summons or by an attorney for the municipality where the offense occurred. This traffic violation poses a serious threat to the safety of school children. Therefore, I am requesting that you advise your officers of the committee's suggestion regarding no reduced pleas.

I encourage your department to participate in **Operation Safe Stop** and to cooperate with the local committee in achieving its goals. For more information about the committee's plans you may contact _____ (name) at _____ (phone).

Thank you for your cooperation.

Very truly yours,

(name)
District Attorney



Operation Safe Stop



Press Release

DATE: (date)

CONTACT: (contact person)

Did you know?

- Surveys show as many as 50,000 motor vehicles illegally pass New York State school buses every day.
- Passing motorists are the second leading cause of school transportation student fatalities.

On _____ (date) State, County, and Local police agencies will be conducting a blanket patrol in a cooperative effort designed to raise awareness of the dangers of passing a stopped school bus. This will be a heavy enforcement activity where police cars will be following school buses on area routes that have been designated by the local school districts as problem areas.

This state-supported local effort will involve school districts, police departments, the Governors Traffic Safety Committee, County Traffic Safety Boards, the State Education Department and the Department of Motor Vehicles.

News crews will be able to ride police cars and selected school buses upon request.

Contact _____ (name) at _____ (phone).

A press conference will be held at _____ (location) on _____ (date) at _____ (time).



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Operation Safe Stop



Letter to Local Traffic Safety Boards

(address)

Dear Traffic Safety Board Coordinator:

On _____ (day/date) the _____ (name of district) school district will sponsor a program that is designed to (1) educate the public on laws about and the dangers of illegally passing stopped school buses which have red lights flashing and stop arms extended; and (2) increase police presence and targeting of violators of this law.

As you are aware, Section 1174 of the state Vehicle and Traffic Law requires motorists to come to a full stop when approaching a school bus that is stopped and has red lights flashing and stop arm extended. It is estimated through years of monitoring that some 50,000 motorists violate this law every day of the year. It is also a fact that historical data shows children have been struck by illegally passing motorists and have been killed as a result of such passings.

We cannot allow this to continue to happen. That is why we have been sponsors of a program together with the State Police, the Department of Motor Vehicles, the County Sheriff and local police in a program called **Operation Safe Stop**. **Operation Safe Stop** is a public education and promotion effort that provides for increased and intensified police alertness to such illegal passings. We know of your continuing contributions to and involvement in local highway and traffic safety activities and want to be sure that you are a part of our planning and promotion not only for the annual statewide **Operation Safe Stop**, but also for our own local event.

This year, we are holding our own locally-operated **Operation Safe Stop** activities on _____ (day/date). We would invite your participation and support for the day and will be contacting you directly about ways you can get involved.

Please feel free to contact me directly with any questions, or if you want to get involved, or if you need additional information. Thanks for taking time to read this and to get involved in our **Operation Safe Stop** efforts!

Regards,

(name)

School Transportation Supervisor



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Operation Safe Stop



Notice to School Colleagues

TO: Our School Colleagues
SUBJECT: Operation Safe Stop
DATE: (enter date)

On _____ (day/date), our school district's Transportation Office will cooperate with local law enforcement officials and traffic safety officials on a program that is designed to (1) educate the public on laws about and the dangers of illegally passing stopped school buses which have red lights flashing and stop arms extended; and (2) increase police presence and targeting of violators of this law.

Specifically, Section 1174 of the state Vehicle and Traffic Law requires motorists to come to a full stop when approaching a school bus that is stopped and has red lights flashing and stop arm extended. It is estimated through years of monitoring that some 50,000 motorists violate this law every day of the year. It is also a fact that historical data shows children have been struck by illegally passing motorists and killed as a result of such passings.

We cannot allow this to continue to happen. That is why we are cooperating with the State Police, the Department of Motor Vehicles, the County Sheriff and the local police in a program called **Operation Safe Stop**. **Operation Safe Stop** is a public education and promotion effort that provides for increased and intensified police alertness to such illegal passings.

This year, in addition to the annual state-sponsored **Operation Safe Stop Day** to be held on _____ (day/date) we are holding our own locally-operated **Operation Safe Stop** activities on _____ (day/date). We hope you will participate by being alert to such illegal passings, helping out if needed in advance of and on the day of our program activities, and talking about this serious and dangerous problem among your families, neighbors, and social acquaintances and colleagues.

Please contact me directly if you have any questions, want to get involved, or need additional information.

Thanks for taking time to read this and to get involved in **Operation Safe Stop!**

Regards,

(name)
School Transportation Supervisor



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Operation Safe Stop



Thank you to Police and Law Enforcement Officials

(address)

Dear _____:

Just a note of thanks for your department's participation in **Operation Safe Stop**. This annual, statewide effort is an attempt to educate motorists about the dangers of passing stopped school buses. Law enforcement agencies join forces to facilitate the program.

As always, your patrols were made available to help in the effort. Special thanks to _____ (name) who observed and ticketed a violator in the (village/town/city) of _____. We are very grateful to _____ (name) and all of your officers who help us throughout the school year, not just on **Operation Safe Stop** day.

Our kids continue to be safer through the efforts of the men and women from the _____ (organization you are writing to) Department.

Thanks again.

Sincerely,

(your name)

(title)

(affiliation)



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Operation Safe Stop



Notice for Participating Malls or Retailers

Help Wanted

The _____ (name of location) in _____ (location) is participating in Operation Safe Stop with School Bus Safety Days Scheduled for _____ (date).

We Need Your Help!

We need school buses and police vehicles to help get our message across.

School Bus Safety information, pens and balloons will be handed out to the public.

Management will provide various other attractions, such as a clown or a face painter.

A press conference will also be held to kick off **Operation Safe Stop** and School Bus Safety Week _____ (date). We are looking for volunteers to work the display tables and hand out safety materials.

Please call _____ (name) at _____ (phone) or email _____ (email) if you are able to help with any of the times listed below.

(dates/times)

(dates/times)

We need people to cover the above times and would appreciate whatever you can do.

Name:

Day:

Times:

FOR THE CHILDREN



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Operation Safe Stop



Notice to Drivers and School Transportation Staff

To: Our School Transportation Colleagues

Subject: Operation Safe Stop

Date: (Date)

On _____ (day/date), we will cooperate with local law enforcement officials and traffic safety officials on an Operation Safe Stop Day that will (1) educate the public on the dangers of illegally passing your school buses when you are stopped to load or unload children and have your red lights flashing and stop arms extended; and (2) increase the presence of the police and targeting of drivers who violate this law and endanger our children.

Specifically, Section 1174 of the state Vehicle and Traffic Law requires motorists to come to a full stop when approaching a school bus that is stopped and has red lights flashing and stop arm extended. We estimate that some 50,000 motorists violate this law every day of the year and historical data shows children have been struck and killed by these motorists.

This is a problem about which all of you are aware of and have always been deeply concerned about as a safety issue. As school transportation professionals, we cannot allow this to continue to happen.

This year, in addition to the annual state-sponsored **Operation Safe Stop Day** to be held on _____ (day/date) we are holding our own locally-operated **Operation Safe Stop** activities on _____ (day/date). As always, we hope you will participate by being alert to such illegal passings and helping out if needed in advance of and on the day of our program activities. Your own increased vigilance that day will help make the day even more successful and increase the public's awareness about the problem and the only solution. In fact, we will use standard reporting forms to allow drivers to record instances of illegal passing during the course of the day.

I am available to talk with you if you have any questions, want to get involved, or have ideas for making this event more successful.

Public awareness and compliance is important to all of us who are responsible for the safe transportation of our school children. Thanks for taking time to read this and for helping us out as much as you do with **Operation Safe Stop!**

Regards,

(name)

School Transportation Supervisor



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Operation Safe Stop



School Bus Press Advisory

DATE: (date)

CONTACT: (contact person)

There is something we can do to keep our children safe, and we are getting ready to do it!

On _____ (day/date), our school district will cooperate with local law enforcement officials and traffic safety officials on a program that will:

- Educate the public on laws about and the dangers of illegally passing stopped school buses which have red lights flashing and stop arms extended, and
- Increase police presence and targeting of violators of this law.

Specifically, Section 1174 of the state Vehicle and Traffic Law requires ALL motorists to come to a full stop when approaching a school bus that is stopped with its red lights flashing and stop arm extended. Despite this law, we estimate through years of monitoring that some 50,000 motorists violate this law every day of the year. As a direct result, historical data shows children have been struck and killed by motorists who failed to stop as required by this law!

We cannot allow this to continue to happen.

Our cooperation over the years with the State Police, the Department of Motor Vehicles, the County Sheriff and local police in a program called Operation Safe Stop has helped to educate the public about this problem. **Operation Safe Stop** is a public education and promotion effort that provides for increased and intensified police alertness to such illegal passings.

But clearly this has not been enough.

That is why this year, in addition to the annual state-sponsored **Operation Safe Stop Day** to be held on _____ (day/date), we are holding our own locally-operated **Operation Safe Stop** activities on _____ (day/date).

We are asking the media to help keep our children safe by covering our events of the day and by including news coverage of the problems and dangers of illegally passing school buses. This is your chance to perform a major public service.

Please contact me directly if you have any questions, want to get involved, or need additional information.

Regards,

(name)

School Transportation Supervisor



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Operation Safe Stop



Sample Packet

Sample Forms and Protocols

Contains:

- *Law Enforcement
Violation Report*
- *School Bus Driver
Survey Form*
- *School Bus Driver
Hot Spot Report*
- *Regional Coordinator
Reporting Form*



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Operation Safe Stop



Law Enforcement Violation Report

Law Enforcement Officials should use this form to report *OSS violation information* to the Governor's Traffic Safety Committee, Room 414 Empire State Plaza, Albany, New York 12228.
*Fax (518) 473-6946 * Telephone (518) 474-9830 as soon as possible after the event.*

This information will then be forwarded to the Governor's Office to be summarized on a statewide basis.

Please complete the following:

Law enforcement agency name: _____
Number of officers involved: _____
Number of citations issued for Section 1174 violations (passing a stopped school bus): _____
Number of other citations issued such as speed in zone, following too closely, or other moving violations: _____

Arrests other than Vehicle and Traffic violations (e.g. Penal Law, outstanding warrants, etc.) as a result of this program:

Comments including particulars on any unusual arrests or events which took place as a result of this program:

Did your department participate in any media interviews, media "ride alongs" etc.?
If so, please describe listing name of newspaper, radio or TV station:

A copy must also be sent to your local coordinator:

Name _____ Contact: _____

Thank you for your department's participation and efforts in this educational law enforcement program. Hopefully, as a result of this program the public will become more aware of the dangers of passing a stopped school bus with flashing red lights, Section 1174 of the New York State Vehicle and Traffic Law.

Do you wish to receive a copy of the Summary Report? Yes No



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Operation Safe Stop



School Bus Driver Survey Form

Please complete the following:

School District/Contractor: _____

Name of Driver: _____

Date: _____ Time: _____ AM PM

Location/Cross Street:

Police Agency/Precinct (if known):

Passing from: Front Rear

Any Near Misses: Yes No

Approximate Number of Vehicles Passing the Stopped Bus in a Day: _____

Driver

Please return the completed form to your Transportation/Contractor's Office

Office

Please fax form to _____ (phone)

or send to _____ (school and address)

The information will be given to the Public Agency covering the area.



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Operation Safe Stop



School Bus Driver Hot Spot Report

Of Being Passed During Pick-up or Drop-off of Students

Hot Spot Report

Date: _____ Time: Between _____ and _____

School District: _____

Driver's Name: _____ Bus # _____ Route/Run # _____

Location violation took place	Did vehicle come from in back of bus or from head on?	Number of Vehicles:	Type:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of times you were passed with red lights flashing today? _____

Were any students lives endangered? _____ If yes, how many? _____

If yes, please give a brief description:

Are there any other places on your routes where your school bus is often passed when picking up or dropping off students?

Please list:

Thank you very much! Please return this to your manager.



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Operation Safe Stop



Regional Coordinator Reporting Form

Please use this form to report the following information to the statewide coordinator.
The data will be summarized and sent back to regional coordinators for their use and information.

Statewide Coordinator: _____ Contact Information: _____

Please complete the following:

Region/County: _____

School District: _____

Local Coordinator: _____

Number of participating Law Enforcement agencies: _____

Number of Law Enforcement Officers involved: _____

Number of citations issued for passing a stopped school bus: _____

Number of other citations issued: _____

Examples:

Comments and Recommendations:



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Operation Safe Stop

