**Step 1: Notification Within Your School District**

***Complete by: 3***0 Days Prior to Event

* Notify your superintendent of schools, school business official, and school principals of Operation Safe Stop (See Tool Kit for sample).
* Contact local PTA/PTO representatives and share Operation Safe Stop objectives, ask for support.
* Enlist their support, since you will be using their resources.
* Make certain they are prepared and informed if they should be approached with questions from district residents, staff or for comments from media sources.
* Notify your public relations department 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*:** 30 Days Prior to Event

Call the following law enforcement officials in the order listed. This includes the local Police Chief and appropriate County Sheriff Department. Explain the concept and objectives of **Operation Safe Stop**, and the role of each agency to ensure the event’s success. The objective of **OSS** is to educate the motoring public on the dangers of passing stopped school buses loading or unloading children. Visibility of all county and local law enforcement agencies will reinforce the importance of this program.

During morning 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.

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

*Name: Municipality: Phone: Email:*

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1. ***County Sheriff:*** Department serving any portion of your school district.

*Name: County: Phone: Email:*

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1. ***State Police:*** If you know the Troop covering any portion of your school district.

*Name: Troop: Phone: Email:*

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