**Step 5: Preparation Within Your School District**

***Complete by:*** 45-60 Days Prior to Event

Select and appoint the Local Coordinator.

Thirty days out ask drivers to collect data, the number of times their bus is passed while loading and unloading.

Please be sure to include events occurring in school yards.

Use the “School Bus Driver Survey Form” in this Tool Kit.

In your school district the data will enable you to create the “Hot Spot” list for law enforcement assisting with **Operation Safe Stop** Day.

**Leading up to the Day of the Event**

**People respond best to actual, current data clearly identifying the problem they are asked to support. The media requires time to develop an interest and recognize the value of covering the event and issue. By following the steps below, we will have the information needed to deliver to them and community stakeholders.**

***Proper planning and actions help determine success!***

**Getting Started:**

Prepare survey forms for your drivers.

Schedule days for the observation and reporting.

Plan two days for two weeks in September.

Inform your drivers and staff of each week’s data.

Prepare Hot Spot list by September 26 using the two week’s data.

If possible, plan your **Operation Safe Stop** day for October 21st.

Review and follow the “Tool Kit”.