**Step 6: Preparation Within Your School District**

***Complete by:*** 10 – 14 Days Prior to Event

* Prepare at least two (2) “Hot Spot” route sheets (more if requested by police) for each shift – AM and PM -

For routes identified as having a high level of experience with vehicles passing through the bus red lights. These will be given to local law enforcement agencies in advance for the officer assigned to follow school buses or stage near a Hot Spot during the event for ease and efficiency.

* Be sure the sheets have adequate left-right directions, stop times and notations of problem stops.
* Law enforcement agencies prefer the stops to be listed in order with the bus numbers and stop times so they are not tracking through complexes or areas unlikely to have a passing event.
* 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 they understand Operation Safe Stop is being conducted in their best safety interest and the safety of their students. Remind them, 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 help organize – 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 common to all successful events.**

***Best wishes 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 Letter of Thanks to Partners?

[ ]  Arranged for Reports to be Submitted to NHSTA?

[ ]  Presented Information to the School PTAs/PTOs?

[ ]  Prepared the Teaching Staff at the Schools?

[ ]  Elicited Political Support from Mayors, Selectmen or other

Town/City or County officials?