



# OPERATION SAFE STOP

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# OPERATION SAFE STOP

## *How to use your Tool Kit*

to make a better **OPERATION SAFE STOP (OSS)** in your community

This “tool kit” is intended to provide the basic materials for an effective and successful **OSS** event. The “tool kit” will enable you to better coordinate with the Statewide program or manage your own local **Operation Safe Stop** program at any time during the year.

The New Hampshire School Transportation Association is grateful to the New Hampshire Governor’s office, the Division of Motor Vehicles and the Department of Safety for their support and participation in developing and promoting **Operation Safe Stop**.

All of this “tool kit” is available on the [www.NHSTA.ORG](http://www.NHSTA.ORG) website. Please feel free to download and use as you desire. Below is a brief description of the items and location.

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#### ***Cover Letter and Instructions***

- If you have not read the **cover letter** introducing **Operation Safe Stop** and the “tool kit”, please download.
- A “**Basic Responsibilities**” guide for program coordinators with suggested timelines.
- Also included is a “**Checklist of Contents**” of the “tool kit” to help ensure you have all the materials.

#### Videos

Public Service Announcement (30 second) Videos

#### Evaluation

In the “tool kit” is a Local Coordinator Evaluation form to assist you with helping us review preparation and activities of the OSS Day. If downloaded in can be completed electronically and emailed.



# OPERATION SAFE STOP

## Sample Letters and Communications

In this section of the “tool kit” are found materials available for downloading and use with your letterhead or as an idea to help create a document of your own. These are not copyrighted so please use as fits your local event.

**Specifically, you will find:**

### Letter to Local Police Departments

#### Press Release

It is important to establish early contacts with local media and discuss the reasons and purposes for **Operation Safe Stop**. The press release provides basic information designed to attract questions from reporters and news desks. Present your OSS event in terms you would find interesting. Your interest will help generate a desire to know more. Make it urgent, focused on the safety of children riding school buses.

#### School Bus Press Advisory

Present our facts (which are compelling, and true!) to them and keep them out there for discussion. The story is in the fact there is something everyone can do about the problem – and it is to take responsibility for their own actions by stopping **every** time they see a stopped school bus with **Red Lights** flashing and stop are extended – a clear indication children are getting on or off the school bus – and an indication to **STOP** for the school bus.

#### Notice to School Colleagues

What if your District is participating in an **Operation Safe Stop** even and no one in your school district knew? It is critical to make your colleagues in every school building aware it is coming and **when**. Provide information and encourage classroom participation through distributing parental information and perhaps even classroom projects around school bus safety.

#### Notice to Drivers and School Transportation Staff – Including Contractors When Applicable

It is important to alert those who will be directly involved on **Operation Safe Stop** day know what is taking place and what their role is going to be. Without their assistance gathering data on where and how many motorists illegally pass stopped school buses in your district communities. It is also important for them to know the local Police will be present on the **OSS** day.



# OPERATION SAFE STOP

## Sample Forms and Protocols

### What's here?

#### Sample Award/Recognition Certificate

Everyone who participates in an **Operation Safe Stop** event is entitled to recognition for a job well done and know the efforts are appreciated. This certificate is simple to print and complete by hand, or electronically.

#### Law Enforcement Violation Report

At the completion of an **OSS** event, the local coordinator is responsible to gather the details from local police departments and report to NHSTA who will compile the data for the entire state. Data is entered for each individual department. This simple form makes it easy.

Once you has the data, go to [www.NHSTA.org](http://www.NHSTA.org) and find the OSS survey page where you will enter the information, and since it will be simply numbers it takes little time. Then if the police report form has additional information you may mail a copy to NHSTA at the address on the bottom of this page.

#### School Bus Driver Survey – Illegal Passing Report Form

The transportation director, manager or dispatcher will provide these to the drivers on the selected days in September leading up to **OSS**. Each day, each driver will use the form to record and report all illegal passing of the bus and return to dispatch. The information will be used to provide local police with locations to monitor on **Operation Safe Stop** day.

#### Blank Letterhead

Allows you to communicate with others sing the NHSTA logo and **Operation Safe Stop** photo.

#### Local Coordinator Evaluation Form

This is a simple, check box survey with limited number of questions. There is also a space to add comments you believe will be helpful in planning and conducting next year's **OSS** day. Once completed the survey can be emailed to [percyabbott@comcast.net](mailto:percyabbott@comcast.net).

## Additional Materials

These materials are available to assist when preparing or answering questions from staff or community. They have been prepared by the **National Highway Transportation Safety Agency** and are free.

- **NHTSA Booklet: SAFE ROUTES TO SCHOOL** [guide.saferoutesinfo.org/pdf/SRTS-Guide\\_Education.pdf](http://guide.saferoutesinfo.org/pdf/SRTS-Guide_Education.pdf)
- **NHTSA Booklet: BEST PRACTICES GUIDE – Reducing the Illegal Passing of School Buses**
  - <https://www.nhtsa.gov/school-buses/reducing-illegal-passing-school-buses-0>



# OPERATION SAFE STOP

## Kids Activities

It really is all about safety for our children – our kids. Therefore, we could not let this opportunity pass without including materials of interest to children and their parents.

These materials are both informative and fun and should impart one basic message to our children: **We Want You To Be Safe!**”

We encourage you to use these materials in conjunction with PTA/PTO program, or in classroom activities aimed at familiarizing parents, students and teachers with the dangers of illegal passing of school buses, as well as with best practices for traveling to and from school – regardless of the mode of travel (even walking!). The information could also be included in a weekly or monthly newsletter sent out electronically or posted on the District website.

### Safe Walking for Kids

Delivers time-tested and trusted guidance for children who must or choose to walk to school. Effective information to use for groups, assemblies, PTA/PTO meetings or activities, school boards, school district staff training, and school transportation staff. It covers safe practices for walking to school and offers suggestions for children and parents regarding safe pedestrian strategies.

### School Bus and School Zone Safety

Effective for any audience within the community to improve understanding of how to behave safely in or around a School Bus or school zone. It covers “Danger Zone” information, good on-the-bus behavior, safe tips for waiting, approaching and leaving the school bus, and respecting speed limits in a School Zone, and other important elements of safe school bus travel.

### Word Find

Kids of all ages will have fun digging into the *Word Find* loaded with words related to school buses and school bus safety. Free to copy and use.



# OPERATION SAFE STOP

(add current date)

School District/Contractor  
Street  
City, ST zip

## **Special Invitation to Participate**

Dear Superintendent, School Transportation Director, and Contractor:

**Operation Safe Stop (OSS)** has become nationally known as one successful strategy for calling public attention to the dangers of illegally passing school buses and for lowering the incidence of such illegal passing.

The New Hampshire School Transportation Association, working with the NH DMV, the NH Office of Highway Traffic Safety, NH State Police, and the Governor's office, is planning the next **Operation Safe Stop** event in New Hampshire. It is scheduled for **Monday, October 21, 2019**.

The objective is twofold: **1)** to raise awareness of the danger for children when drivers violate the law requiring them to **STOP** for a school bus loading or unloading children, and **2)** to educate children, parents, school staff and motorists about the school bus danger zone, safe walking, and key school bus safety rules and tips.

We have been extremely fortunate in NH, in the past several years no child has been killed or severely injured by motorists who illegally passed a stopped school bus while loading or unloading children. Yet on one day, May 1, 2018, we recorded 83 violations, in only 25 communities. This means a potential for 14,940 plus events could occur in a school year. It is only a matter of time before a tragedy will occur.

Some of your communities already conduct individual, joint law enforcement and transportation efforts to combat this behavior. We commend you and know it has helped to keep children safe. Our hope is all NH communities will join in a united, one-day event focused on **Operation Safe Stop** and enable more communities to conduct multiple safe stop days throughout the school year.

The New Hampshire School Transportation Association has created an **OSS Tool Kit** to assist with preparing for and conducting the upcoming "**Operation Safe Stop**" day. Each of the documents contain information and suggested procedures for your local program, and collaboration with the State-wide program on **October 21, 2019**. These are posted on the NHSTA website, [www.nhsta.org](http://www.nhsta.org).

Please appoint a Local OSS Coordinator and urge individuals selected to become familiar with the **Operation Safe Stop Tool Kit** where they will find detailed actions, timelines and responsibilities listed.

NHSTA will again act as the data center collecting the results of the **OSS** day's events. Information may be entered on the **NHSTA** website following the October 21<sup>st</sup> event. The results will then be made available on the website for all to view and use.

If you need further information, please contact our office.

Sincerely,

*Marc Raposo*

Marc Raposo, President  
NHSTA

*Percy Abbott*

Percy Abbott, Chair  
NHSTA Operation Safe Stop Committee