STATE AGENCY OR ASSOCIATION LETTERHEAD HERE

TO: Local School District Transportation Directors and Contractors (as applicable)

FROM: INSERT YOUR NAME AND TITLE HERE

DATE: INSERT DATE

SUBJECT: 2023 National School Bus Illegal Passing Survey

While school buses remain incredibly safe, we all know that students are most vulnerable when they are outside the bus in the “danger zone.” (INSERT STATE) is assisting the National Association of State Directors of Pupil Transportation Services (NASDPTS) in coordinating a **national survey to document illegal passing of school buses**. The data will help improve safety countermeasures at the state or national level.

We are requesting your assistance in this important project.

On (INSERT DAY AND DATE), please have your district’s school bus operators observe and report any instances of motorists illegally passing their school buses, using the attached form. *Even drivers who have no “pass-bys” on the day of the survey should turn in the form so that we can get accurate data on how many pass-bys occur per day per bus.*

Please instruct drivers to pay particular attention to the instructions and safety precautions. As always, their primary duty is to the safety of their students. Please have your drivers pay particular attention to the bottom of the form where they are instructed to “*report only illegal passes that occur while the bus driver is stopped with red warning lights flashing and stop arm(s) deployed in full compliance with our state training and procedures*.”

Please collect your district’s results and report them no later than (INSERT YOUR REPORTING DEADLINE) as follows:

SPECIFY HERE HOW YOUR STATE WISHES TO COLLECT THE RESULTS, EITHER BY RECEIVING INDIVIDUAL FORMS, SUMMARY REPORTS, OR BY HAVING YOUR LOCAL DISTRICTS REPORT THEIR DATA DIRECTLY TO THE NASDPTS SURVEY LINK AT: <https://www.surveymonkey.com/r/STBCGT3>.

BE SURE TO INCLUDE YOUR STATE OFFICE CONTACT INFORMATION AND OTHER INSTRUCTIONS AS NEEDED FOR RETURNING THE RESULTS.

Thank you for your help with this important initiative.

Sincerely,

INSERT NAME/TITLE HERE

Attachments: Illegal Passing Driver Reporting Form

 Illegal Passing Summary Tool (spreadsheet)