Dear Chief ________________:

Every year many children are needlessly killed or injured by motorists who pass stopped school buses that are loading and unloading student passengers. A statewide plan of action has been undertaken in order to help alleviate this serious safety problem. This plan of action is titled **Operation Safe Stop**.

**Operation Safe Stop** is aimed at educating the motoring public that passing a stopped school bus is dangerous and illegal. It is a combined effort of law enforcement agencies, school personnel, school bus contractors, traffic safety organizations including our local Traffic Safety Board and the media to drive home this message to the motoring public.

Please contact me at ________________ (phone) if you are able to participate in this very important event. **Operation Safe Stop** will take place on ________________ (date). A press conference will be held to kick off the event on ________________ (date) at ________________ (location). A debriefing breakfast will be held on ________________ (date) at ________________ (location).

Hoping that your involvement in **Operation Safe Stop** will ensure the safety of all children.

For the children,

_____________________________
(your name)

_____________________________
(title)

_____________________________
(affiliation)