The “If You See Something, Say Something” campaign from the Department of Homeland Security advises that everyone has a responsibility to report unusual, or suspicious behavior. School Transportation Staff should be informed of who, what and where to report this activity. In most cases, they should report to (put who they would report to here) who would then determine who to report to.

**On school grounds:**

Unfortunately, in North Carolina, many of our school buses are parked at schools and other places that are not secure after hours. Steps must be taken to minimize this security risk. In addition to the School Bus Drivers doing thorough pre-trip inspections, which include security sweeps, is critical for transportation department staff members, including technicians that are on site for maintenance and repairs, to do a security sweep of the area where the buses park and are maintained. The security sweep should include:

* Looking for signs of tampering or vandalism
* Check for strange vehicles in the parking area or around the buses
* Check for abandoned items, unusual packages, or objects

On any school property if a transportation department staff member observes someone that looks out of place or unfamiliar, they should ask that person for identification, or in certain cases where the person may look dangerous or poses a threat, they should call 911. School property includes the transportation center and all bus parking areas.

**Security Check on 30 day inspections:**

As part of the school bus driver’s normal responsibilities, a pre-trip and post-trip inspection is required. The Transportation Security Administration (TSA) recommends that a security sweep be part of these inspections. Additionally, as technicians perform their 30-day bus inspections, they also should do a security sweep. Included in the security sweep would be:

* Look for signs of unauthorized entry or tampering
* Check for abandoned items, unusual packages, or objects
* Look under driver’s seat and under all passenger seats
* Check under the bus and in wheel wells
* Check inside all internal and external compartments, including the engine compartment, luggage compartments, sign light area, battery box, trash receptacle, glove box and bulkhead.

**Activity or Sport Trip Security:**

There are many times that a regular school bus driver is not the driver for activity and/or sport trips. It must be stressed to these other drivers about the pre-trip inspections that include the security sweep.

These drivers may not be able to remain with their bus while at the destination. Parked buses are especially vulnerable when on these type of trips. If the driver is unable to remain with the bus, upon return the driver must do a careful check of the bus to determine if it has been tampered with in any way.

**Security Confirmation**

It is important that Transportation Department staff remain ever vigilant in minimizing security risks to protect the children we serve, therefore, we are asking that you confirm that you will follow these security basic steps. We appreciate all you do for the children in North Carolina.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and I understand these security basics. If I see something, I will say something. If I see someone on school grounds that is unfamiliar, I will ask for identification.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**