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 the name of who they report to here) who would then determine who to report to.

**On school grounds:**

On any school property if a School Bus Driver 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.

**Security Check on Pre-trip, Post-trip and 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. 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.

**Bus Stop Security Awareness**

Bus drivers and monitors/attendants know their bus stops better than anyone else. They know who is typically at the bus stop and they know the patterns of their students and their parents. They also know when there is someone who should not be there, someone who looks out of place or someone who is acting unusual. They should be alert for the following:

* Loitering strangers
* Unfamiliar parked vehicles
* Students that are
	+ Boarding the bus crying or upset
	+ Hiding something as they board, for example; they are carrying a large musical instrument case when they never have before.
	+ Talking about the presence of a stranger or strange vehicle near the stop

**Bus Route Security Awareness:**

During the bus route, Drivers should be aware of what is happening around them. They should watch for:

* Vehicles shadowing their bus, if possible, report tag # and description
* Stay on approved route, notify (put the name of who they report to here) of any detour
* Notify (put the name of who they report to here) of layover location between routes
* If road is blocked for any reason, be cautious, it could be a staged incident
* Ask for identification, through the side window, before allowing police or other officials to board your bus.

**Activity or Sport Trip Security:**

It is always best to remain with your bus, or within sight of your bus whenever a driver is away on a trip. 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.