

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Review training provided for bus drivers and monitors	Determined by Tier 3	Within 30 days of transporting children	Tier 3 staff
	Tier 1 & 2: ChildPlus 8020-Personnel		MARC HS staff
Review bus driver and monitor personnel files	Determined by Tier 3	Within 30 days of transporting children	Tier 3 staff
	Tier 1 & 2: ChildPlus 8020-Personnel		MARC HS staff
Inspect bus when children present to ensure child safety restraints systems are appropriate for age, installed properly and adjusted to fit each child.	Determined by Tier 3	Within first two weeks of transporting children	Tier 3 staff
	Tier 1 & 2: Determined by program staff		Tier 1 & 2 program staff
Review documentation of first bus evacuation drill to ensure conducted within the first 30 days	Determined by Tier 3	Within first 45 days of transporting children	Tier 3 staff
	Tier 1 & 2: ChildPlus 8020-Policies & Procedures		MARC HS staff
Review the documentation of pedestrian safety provided to children and parents to ensure conducted within the first 30 days	Determined by Tier 3	Within first 45 days of transporting children	Tier 3 staff
	Tier 1 & 2: ChildPlus 8020-Policies & Procedures		MARC HS staff

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Inspect bus to ensure child safety restraint systems are properly installed and adjusted to fit each child appropriately.	Determined by Tier 3	Within first 45 days of transporting children	Tier 3 staff
	Tier 1 & 2: Determined by program staff		Tier 1 & 2 program staff
Inspect bus to ensure all required equipment is installed and signage indicating its location.	Determined by Tier 3	Within first 45 days of transporting children	Tier 3 staff
	Tier 1 & 2: Determined by program		Tier 1 & 2 program staff
Review policies and procedures to ensure HSPS requirements for transportation and MARC HS Policies and Procedures are implemented (ex. pre-trip, routing, child drop off and attendance)	Determined by Tier 3	Within first 45 days of transporting children	Tier 3 staff
	Tier 1 & 2: ChildPlus 8020-Policies & Procedures		MARC HS staff
Review the documentation of 2 nd and 3 rd bus evacuation drills	Determined by Tier 3	Based upon agency's planned timeline for conducting drills	Tier 3 staff
	Tier 1 & 2: ChildPlus 8020-Policies & Procedures		MARC HS staff