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

Key: Blue - Tier 3 / Gray - Tier 1/Tier 2

Reviewed: 8/13/25

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 2nd and 3rd 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

Key: Blue - Tier 3 / Gray - Tier 1/Tier 2

Reviewed: 8/13/25