Bus Loading Process

☐ 15 minutes prior to loading all Sober Monitors and Event Planner(s) will meet with DPS at the designated bus pick up location. *Fewer than 1:10 ratio of Sober Monitors may result in immediate cancelation of the event.*

☐ At the meeting each Sober Monitor and Event Planner(s) will need to check in with DPS: showing OneCard and/or ID, signing in, and receive a bracelet for identification.

☐ At the meeting the Event Planner(s) will distribute bus check in sheets (see attached form: Bus Attendance List). Each bus must have completed this premade attendance sheet. These completed documents will be turned in DPS when the buses depart.

☐ To load a bus Sober Monitors and DPS will check each OneCard and/or ID with the bus list and each student/guest will sign next to their name before they step on to the bus.