

Nebraska Department of Transportation Highway Safety Office On-Site Monitoring Form

CONTRACTOR INFORMATION				
Contractor:		Project #:		Contract Amount: \$
Dollars Expended to Date:	\$			
*All projects will be monitored once a year at an on-site visit with the exception of mini-grants.				
Address:			City:	State:
Agency Director:			Telephone:	
Contract Representative:			Telephone:	
AUDIT INFORMATION				
Date of Desk/On-Site Visit:		Monitoring Type:	Phone	On-Site
<i>1 = Low 5 = High</i>				
1 - Are contract project strategies on schedule:	Yes	No		Rating
2 - Are monthly reports up to date:	Yes	No		Rating
3 - Are claims being submitted in a timely manner:	Yes	No		Rating
4 - Is the project staffed as required:	Yes	No	N/A	Rating
5 - Is activity acceptable:	Yes	No	N/A	Rating
6 - Does the contract include <u>special</u> conditions:	Yes	No		Rating
6a - Have <u>special</u> conditions been met:	Yes	No	N/A	Rating
7 - Have <u>general</u> conditions of the contract been met:	Yes	No		Rating
8 - Have any contract modifications been made:	Yes	No		Rating
9 - Has pre-service/in-service training been provided:	Yes	No	N/A	Rating
10 - Obtain copies of all required reporting documents:	Yes	No	N/A	Rating
11 - Has contract equipment been purchased:	Yes	No	N/A	Rating
11a - If so, has equipment been put in service:	Yes	No	N/A	Rating
11b - Inspect all contract purchased equipment:	Yes	No	N/A	Rating
11c - Has an Equipment Inventory Log been completed:	Yes	No	N/A	Rating
11d - HSO equipment tag attached:	Yes	No	N/A	Rating
12 - Have education items been ordered:	Yes	No	N/A	Rating
12a - Have educational items been received:	Yes	No	N/A	Rating
13 - Artwork/Safety message approved:	Yes	No	N/A	Rating
14 - Travel reports submitted:	Yes	No	N/A	Rating
DEFICIENCY INFORMATION				Total N/A
<i>Note deficiencies by referencing number and describing deficiency and required correction(s) (attach additional sheet if needed):</i>				
Deficiencies must be corrected by:				Average Score:

NDOT-HSO Traffic Safety Specialist

Date

Agency Representative

Date