**TRANSPORTATION PERSONNEL EVALUATION**

The purpose of this form is to provide a systematic procedure for evaluating performance on factors applicable to transportation employees in their positions.

Employee Name:

**❒ B**us Driver **❒ B**us Aide **❒** (Other) \_\_\_\_\_\_\_\_

**❒** Initial Probationary **❒** Final Probationary **❒** Annual **❒** Additional

Name and Position of Evaluator:

PERFORMANCE KEY:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 = Does Not Meet | 2 = Meets MOST | 3 = Meets ALL | 4 = Exceeds All | N/A = Not Applicable |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Skills** |  | **1** |  | **2** |  | **3** |  | **4** |
| Knowledge of MDE regulations & school policy |  |  |  |  |  |  |  |  |
| Knowledge of school bus driving |  |  |  |  |  |  |  |  |
| Pupil Management |  |  |  |  |  |  |  |  |
| Demonstrates leadership skills appropriate for position |  |  |  |  |  |  |  |  |
| Knowledge of tools appropriate for position |  |  |  |  |  |  |  |  |
| Overall Appraisal on last Check Ride  (Date: ) |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Performance Factors** |  | **1** |  | **2** |  | **3** |  | **4** |
| Appearance |  |  |  |  |  |  |  |  |
| Work Record |  |  |  |  |  |  |  |  |
| Attendance |  |  |  |  |  |  |  |  |
| Punctuality |  |  |  |  |  |  |  |  |
| Reliability |  |  |  |  |  |  |  |  |
| Adaptability and Flexibility |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Area** |  | **1** |  | **2** |  | **3** |  | **4** |
| ***Communications & Relations****:* communicates & relates effectively with students/staff/parents; exhibits positive attitude; is courteous & tactful; uses 2-way radio appropriately; respects confidentiality |  |  |  |  |  |  |  |  |
| ***Care of Equipment/Work Area****:* completes appropriate vehicle inspections; fuels equipment as required; cleans & sweeps assigned vehicles; maintains a clean and organized work area; assigned vehicles meet or exceed MSP inspection requirements |  |  |  |  |  |  |  |  |
| ***Documentation & Record Keeping****:* completes time, conduct, trip, leave & repair reports accurately & on time; maintains up to date route book for substitutes |  |  |  |  |  |  |  |  |
| ***Teamwork****: c*ooperates with fellow employees; accepts new ideas and suggestions for change; makes appropriate suggestions for improvements |  |  |  |  |  |  |  |  |
| ***Safety****:* follows appropriate safe work rules & practices; maintains control of vehicle to avoid crashes; reports safety concerns in a timely & appropriate manner; conducts emergency evacuation drills |  |  |  |  |  |  |  |  |
| ***Directions****:* follows complicated directions; operates bus on approved time schedule; drives route as prescribed |  |  |  |  |  |  |  |  |
| ***Responsibility****:* accepts additional responsibilities |  |  |  |  |  |  |  |  |
| ***Adaptability:*** adapts readily to operational changes |  |  |  |  |  |  |  |  |
| ***Employee Development****:* participates in professional growth opportunities within position; maintains required certification for position; attends & participates in required meetings; seeks additional training &/or certification for professional growth |  |  |  |  |  |  |  |  |

Explanation of areas which need improvement or are unsatisfactory:

Employee Comments:

Signature of Evaluator Date

I acknowledge I have reviewed this evaluation and received an evaluation interview with my immediate supervisor:

Signature of Employee Date