**BUS DRIVER PERFORMANCE EVALUATION**

Bus drivers are evaluated annually on their performance in the previous year. Evaluations are completed by June 30 of each year and are based on the essential functions stated in the job descriptions. The employee performance is evaluated and assigned a rating based on the criteria stated below.

Rating Scale: 0 – Employee has received formal discipline in this area

1 – Employee has received informal counseling or has had repeated concerns in this area

2 – Employee meets expectations for performance

3 – Employee consistently exceeds expectations in this area

|  |  |
| --- | --- |
| **Rating** | **Essential Function** |
|  | Follows all established policies, practices, and procedures of the ISD/School District |
|  | Works effectively with children |
|  | Understands and has empathy for persons with disabilities |
|  | Maintains effective communication with others |
|  | Maintains a cooperative relationship with others |
|  | Performs effectively as part of a team |
|  | Follows all health and safety rules, policies and procedures |
|  | Perform duties according to safety and health policies |
|  | Dresses and behaves in a professional manner at all times |
|  | Performs CPI (Crisis Prevention Intervention) techniques, and lifts and positions students as needed |
|  | Safely operates all types of vehicles used to transport pupils |
|  | Follows assigned schedules and routes |
|  | Performs a pre-trip inspection prior to each run |
|  | Understands mechanical functions of a school bus |
|  | Reports vehicle defects using the established form |
|  | Follow district policies regarding reporting of accidents and/or incidents |
|  | Knows and obeys local, state and federal rules, regulations, ordinances and laws regarding school bus operation |
|  | Keeps assigned vehicle clean inside and out |
|  | Reacts appropriately and independently in emergency situations |
|  | Assists with medical and behavior problems |
|  | Keeps all student information confidential |
|  | Maintain accurate and timely records |
|  | Assure that students get on and off the bus in a safe and orderly fashion |
|  | Consistently uses universal precautions |
|  | Completes other duties as assigned by the Coordinator of Transportation |
|  |  |
|  | Overall Average Score |

**ANNUAL REVIEW OF QUALIFICATIONS**

|  |  |
| --- | --- |
| Y N | Employee possesses a current CDL license with a B, P, and S classification and Air Brake endorsements. |
| Y N | Employee has successfully completed all necessary training to be a certified school bus driver. |
| Y N | Employee has a current MDE physical and is current on TB test |
| Y N | Employee meets driving record requirements for the position |
| Y N | Employee meets Federal DOT drug/alcohol testing requirements |

**SUMMARY OF:**

**EMPLOYEE STRENGTHS**

**AREAS OF IMPROVEMENT NEEDED**

**PERFORMANCE GOALS FOR THE NEXT YEAR**

**EMPLOYEE COMMENTS**

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Bus Driver Date

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Coordinator of Transportation Date