

## SCHOOL BUS DRIVER – EVALUATION INSTRUMENT

EVALUATION OF \_\_\_\_\_ Date \_\_\_\_\_

Purpose: The evaluation process is to aid the school in maintaining high quality in school transportation. Information gained during the evaluation process shall be used to enhance individual strengths and provide a plan of improvement for identified needs.

One copy of this form shall be kept on file for every evaluation period. The evaluation will be completed by April 1 of each year. When a rating of 1 or 2 is given, the reasons will be given in writing. Signing the evaluation does not necessarily mean the evaluatee is in agreement with the evaluator's statements.

4.     -Commendable  
       -Exceeds normal standards  
       -A real strength  
       -Almost always true
3.     -Satisfactory  
       -Acceptable  
       -Meets standards  
       -True most of the time
2.     -Needs improvement to meet standards  
       -Seldom True
1.     -Unsatisfactory and fails to meet standards  
       -Really needs improvement  
       -Almost never true
0.     -Insufficient knowledge on which to evaluate  
       -Non-applicable

EVALUATION FOR SCHOOL BUS DRIVERS

- \_\_\_1. Employee helps to promote the school transportation program with words and actions.
- \_\_\_2. Employee maintains confidentiality of all work place and student issues.
- \_\_\_3. Employee has proper personal and dress appearance for the job .
- \_\_\_4. Employee follows routes and directions well.
- \_\_\_5. Employee cooperates and works well with co-workers.
- \_\_\_6. Employee is concerned about good health habits.
- \_\_\_7. Employee takes pride in the job.
- \_\_\_8. Employee cooperates with supervisor.
- \_\_\_9. Employee does a fair share of all duties of the position, cleaning, washing buses, etc.
- \_\_\_10. Employee accepts changes when necessary.
- \_\_\_11. Employee is concerned that the last child on or off is just as important as the first one.
- \_\_\_12. Employee shares ideas for improvement and shares concerns with supervisor.
- \_\_\_13. Employee is at bus shed 15 minutes prior to departure time.
- \_\_\_14. Employee reflects friendliness and warmth on the job.
- \_\_\_15. Employee follows route time schedule to the best of his/her ability .

COMMENTS:

\_\_\_\_\_  
Evaluator's Signature                      Date

\_\_\_\_\_  
Evaluatee's Signature                      Date