

Bus Driver Evaluation

Driver: Sally Jones

Date: 02/15/2011

Evaluation Period: FY11

Evaluator: Bill Craig

Preparation and Training

Mrs. Jones consistently demonstrates appropriate foundation skills for safe bus operation. Standard operating procedures are followed routinely. When new equipment, policies, or procedures are added to the expectations for bus drivers, Mrs. Jones attends the appropriate training sessions and integrates the concepts learned into the daily operational routine as directed. When novel situations emerge, Mrs. Jones had demonstrated good judgement in seeking help or clarification.

Performance Indicators

- Demonstrated appropriate skill in school bus operation.
- Consistently follows standard practices for daily maintenance and cleanliness.
- Demonstrated appropriate skill and good judgement in bus operation.
- Attended required training and integrated new procedures into daily routine as directed.
- Sought help and asked questions appropriately when confronted with novel situations.

Daily Performance

Mrs. Jones demonstrates a clear understanding of the work that must be performed on each duty shift. The bus route is covered completely in the allotted time and stops are made as scheduled. Mrs. Jones serves as a pleasant point of first contact for students each day and works well with minimal direct supervision. Thorough concern is demonstrated for the safe operation of the bus and the appropriate behavior of the riders. The bus is properly inspected at the end of each duty shift according to established transportation guidelines. When confronted with unusual situations, Mrs. Jones typically uses good judgement in deciding which merit an immediate action or answer and which must be deferred to the administrative staff.

Performance Indicators

- Completes an assigned route in the allotted time.
- Arrives and departs from each defined stop as scheduled.
- Works well with minimal supervision once instructions are given.
- Handles non-routine situations appropriately while completing assigned daily tasks.
- Pleasant point of first contact for district students who ride the bus.
- Demonstrates appropriate concern for safe bus operation.

Workspace Management

Mrs. Jones consistently demonstrates good workplace awareness and technique. In all aspects of bus operation, Mrs. Jones uses good judgement and observes the approved protocols for safety. Mrs. Jones generally cooperates well with the transportation manager. Excessive or inappropriate absences have not been a problem.

Performance Indicators

- Observes established safety protocols in all areas of bus operation.
- Cooperates well with transportation manager.
- Manages time well to complete assigned bus routes as scheduled.

Essential Behaviors

Mrs. Jones has been dependable and reliable in the performance of assigned duties. Consistently punctual, Mrs. Jones has maintained a good record of attendance and has earned a reputation as a good worker who perseveres to complete assigned tasks. Mrs. Jones appears to have a good working relationship with other employees, our students, and the public that visits our school.

Performance Indicators

- Demonstrates dependability.
- Demonstrates reliable consistency in the performance of assigned duties.
- Is consistently punctual for assigned duty shifts.
- Maintains solid record of attendance with absences only for approved reasons.
- Maintains good working relationship with other employees.
- Demonstrates appropriate relationship with students.

Commendations

Mrs. Jones has taken work seriously during this evaluation period. Attentive during bus training sessions, Mrs. Jones has integrated concepts taught into the daily operational routine. Mrs. Jones has been an important member of the transportation department for this district.

Recommendations

1. Attend leadership workshops as assigned to improve your advancement potential.
2. You have many good ideas. Consider contributing to the employee suggestion program to improve daily efficiencies.

Bill Craig
Transportation Manager

Date

I have discussed the information contained in this document with my supervisor and was given the opportunity to ask questions about its content.

Driver

Date