

Performance Evaluation – Bus Driver

This evaluation is to be completed by the Assistant Superintendent.

Name: _____

School Year: _____

Bus Number: _____

Evaluation Ratings

M = Meets Expectations I = Improvement Necessary B = Below Expectations
Expectations: Perform all aspects of the job description.

Duties/Responsibilities	M	I	B
QUALITY OF WORK: Appropriate personal appearance, cleanliness, attire, consistent work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUANTITY OF WORK - Volume of acceptable work, has pride and interest in work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCERN FOR RULES AND REGULATIONS - Safety of students; traffic compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UTILIZATION OF TIME - Starts to work at appointed time; uses time wisely on bus route.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT MANAGEMENT - Ability to associate with students; follow disciplinary procedures; accept responsibility of control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOPERATION - Maintains effective relationships with supervisors, staff and other co-workers, ability to accept and carry out instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISPOSITION - Friendly, good attitude toward job, takes constructive criticism well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAPTABILITY - Adjusts well to new and changing conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE: Dependable, punctual, attends scheduled meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE - Takes necessary and appropriate actions on own; assumes responsibility as needed; uses good judgment to deal with situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONDITION OF BUS - Bus maintained well, clean inside and out, swept, trash emptied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK: Cooperative and communicates well with the BHMSD transportation crew, helps out with overloads when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT CARE - Pre-trip inspection; timely in repair requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVER ABILITY - Handling ability; speed control; courtesy to public, demonstrates safe and appropriate driving techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RULES AND REGULATIONS - Knowledge and compliance, follows school policy and the transportation handbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			

Assistant Superintendent Comments:

<p><i>Areas of Strengths:</i></p> <p><i>Areas of Concern:</i></p> <p><i>General Comments and Recommendations:</i></p>

Employee Comments:

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Contract Renewal: YES _____ NO _____

Evaluator

Date

Employee

Date

Signature indicates that the written evaluation has been seen and discussed by all parties.