

**Haysville USD #261**  
**Employee Performance Review**  
**Bus Aide**

EMPLOYEE INFORMATION

Employee Name \_\_\_\_\_

Location \_\_\_\_\_

Job Classification \_\_\_\_\_

Evaluator Name \_\_\_\_\_

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Ride assigned bus in morning and afternoon to assist the bus driver.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Attend all inservice meetings as required for the purpose of acquiring and/or conveying information relative to job functions.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Maintain order and discipline on the bus to maintain a safe and positive environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

4. Assist students on and off the bus when necessary to provide for the safety of all students.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

5. Provide emergency health care when called upon by the driver to ensure the safety of all students.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

6. Observe and follow all school district policies at all times for the purpose of supporting and reinforcing the district's regulations.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

7. Respond to information requests in a cooperative, courteous and timely manner to ensure the efficient running of the transportation department.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have discussed this performance evaluation with the employee.**

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

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date