

Haysville USD #261
Employee Performance Review
Director of Transportation

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. Monitor changes in routes and schedules, including schedules for special needs buses, to ensure efficient and safe delivery of services

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Supervise transportation department personnel to provide clear work expectations among the drivers and support staff.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Develop preventive maintenance programs and compliance with all safety requirements to ensure compliance with regulations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

- 4. Mediate parent/student and teacher complaints relative to transportation issues to ensure fair and timely conclusions.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

- 5. Coordinate student transportation activities with school officials, department heads, law enforcement agencies, and other interested groups and/or individuals to provide safe and quality student experiences.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

- 6. Participate in parent/student conferences in an effort to resolve or prevent misconduct and unsafe conditions that involve the transportation system.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

- 7. Work cooperatively with principals in matters related to school discipline and transportation in order to maintain safe buses where students and drivers demonstrate mutual respect.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

- 8. Assist in the development of the transportation department budget requirements, and administers the expenditure of funds as allocated to ensure efficient use of district funds.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Maintain cost accounting records and data in order to make data driven decisions for transportation changes.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

10. Recruit and recommend the employment of transportation personnel to ensure excellent drivers and support staff.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

11. Conduct a continuing driver training and traffic safety program to decrease accidents or other incidents.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

12. Conduct accident investigations and prepare accident reports for the appropriate law enforcement and insurance agencies in order to comply with law and/or regulations.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

13. Establish and maintain an effective public relations program designed to promote understanding and support for the district's transportation program.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

14. Prepare the emergency school closure program and assist in its implementation to ensure an orderly response to an emergency.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

15. Evaluate transportation department employees to encourage growth and accountability

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

16. 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 working environment.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

17. 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