

Haysville USD #261
Employee Performance Review
Transportation Dispatcher/Scheduler

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. Coordinate routes, maintain maps, and assign vehicles to current bus drivers and substitutes for the purpose of maintaining efficiency within the transportation department.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Serve as a liaison between schools and drivers to ensure proper communications within the district.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Communicate with mechanics regarding repair and maintenance of vehicles for the purpose of maintaining the equipment properly.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. Maintain a database of students needing special transportation for the purpose of identifying those students needing assistance.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Serve as primary contact for all transportation accidents and incidents for the purpose of accountability within the transportation department.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Operate a two-way radio to stay in contact with drivers, schools, and supervisors for the purpose of communication within the district.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Assume the duties of the Transportation Director in the absence of the director or Training Coordinator for the purpose of accountability within 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