

**Haysville USD #261**  
**Employee Performance Review**  
**TRANSPORTATION PAYROLL/PUPIL ACCOUNTING CLERK**

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

- Gather and compute transportation hourly time cards and trip sheets for the purpose of accountability within the Transportation Department.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

- Manage and input transportation payroll for the purpose of ensuring the timely distribution of payments.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Calculate transportation billings and vehicle maintenance transfers to ensure the continuous smooth operation of the Transportation Department.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

4. Maintain vehicle inventory for the purpose of maintaining accountability of the district's assets.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

5. Manage vehicle insurance claims to provide the proper information to the insurance companies.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

6. Tabulate school data for annual SO66 Report for the purpose of maintaining current data of students receiving services within the district.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

7. Facilitate August "Mail-In Enrollment" for the purpose of providing the community with the most current information about enrollment requirements for the following year.

**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