

Haysville USD #261 Employee Performance Review Transportation Secretary

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. Verify activity trip ID numbers and document trip hours on time cards so drivers receive accurate compensation.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Orient and instruct district employees on how to use and effectively integrate the Edulog Field Trip (EFT) program so the system operates efficiently.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Oversee Transportation Activity Trip Operations and EFT program to find and accommodate last minute trips.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Print Dispatch Copy of trip requests for weekly trip pick list and monthly Fuel & Mileage Report.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Frequently monitor Activity Vehicle Trip & Trip Pick List, using **EFT** program in order to update information for drivers and customers.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Update T-Drive Trip list with drivers and buses to provide office staff with timely information.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Coordinate and communicate regularly with tech support on all upgrades and software or technical issues so programs run efficiently.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Monitor functions of the employee attendance software to provide for accurate attendance documentation.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Orient and instruct staff on how to use and integrate the Transportation Office Manager (**TOM**) program, its reports and capabilities to increase accuracy and accountability.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Assist in receiving and responding to calls from parents, faculty and others regarding transportation, personnel, or discipline issues to help maintain good customer relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. Coordinate the PBIS program for the Transportation Department in order to improve bus discipline and driver/student relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

12. Assist the Transportation Director with bus incidents as needed for the purpose of accurate reporting and parent notification.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

13. Support the Transportation Dispatcher when needed by coordinating routes, maintaining maps, and assigning vehicles to drivers for the purpose of maintaining efficiency within the department.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

14. 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:

15. 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