

Haysville USD #261
Employee Performance Review
TRANSPORTATION SAFETY/DRIVER TRAINER

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. Assist with assignment of curricular and extra-curricular field trips to ensure the delivery of proper transportation for district activities/events.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Receive and respond to calls from parents, faculty and others; receive and distribute messages; provide information concerning routes, schedules, and related information for the purpose of communicating with the public.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Assist in maintaining records on material, pupils, mileage, equipment operation and personnel to document work.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Investigate and make reports of all accidents involving a school bus or occupants; report incidents which affect the safety of students for the purpose of providing liability information that is in accordance with local and state regulations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Plan and organize a bus driver training program in order to comply with Kansas state laws and district policies and procedures.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Conduct classroom instruction programs for prospective and new school bus drivers for the purpose of conveying information of district's policies and procedures.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Provide retraining as necessary; arrange written and driving tests required for driver certification; assist with safety meetings for drivers for the purpose of ensuring a safe work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Perform field observation of drivers to observe safety and adherence to laws and regulations to ensure that all drivers are abiding by local and state laws.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Participate in reviewing and upgrading performance of existing drivers to ensure that all drivers are performing according to district and state policies.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Provide input to supervisor for performance evaluations based on check rides in order to improve driver performance.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. Assume the duties of the Transportation Director in his/her absence to provide for smooth and efficient operations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

12. 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:

13. 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