

Haysville USD #261
Employee Performance Review
Van Driver

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. Provide clean, safe and reliable transportation to ensure students benefit from district programs and activities.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Ensure all activities conform to State school transportation guidelines to provide a safe and secure environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Implement all mandatory safety regulations for school buses to abide by local and state policies.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Maintain discipline and report those who are not abiding by the rules to the proper authority to maintain order while on the van.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Keep assigned van clean for the purpose of ensuring safety, appearance, and sanitation of vehicle.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Keep to assigned schedule to provide minimal school disruptions.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Check van before each operation for mechanical defects and notify the proper authority in case of mechanical failure or lateness for the purpose of maintaining efficiency of the buses.

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

Comments:

10. Discharge students only at authorized stops in order to accurately account for the whereabouts of each and every student.

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

Comments:

11. Exercise responsible leadership and good judgment when on out-of-district school trips in order to provide a high level of care for our students.

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

Comments:

12. Transport only authorized students for the purpose of ensuring the safety and welfare of students within the district.

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

Comments:

13. Report all accidents and complete required reports for the purpose of providing detailed information to the proper authorities.

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