

Transportation Classified Employee Evaluation

Employee Name: _____ Location / Position: _____ Time in Present Position: _____

Scale score:	S = Satisfactory – Employees overall performance is acceptable and generally meets supervisor’s expectations/performance requirements		
	U = Unsatisfactory – Employees overall performance is well below or does not meet supervisor’s expectations/performance requirements		
	N/A = Not Applicable		
Performance Criteria	Competencies	Scale Score	Comments
Safety / Compliance with Procedures & Policies / Equipment Care	1. Keeps both the exterior and interior of assigned bus clean.		
	2. Keeps assigned bus fueled.		
	3. Always completes pre-trip and post-trip inspections.		
	4. Promptly reports bus mechanical defects and safety hazards.		
	5. Follows safe work procedures/practices to protect self and others from injury.		
	6. Adheres to district and department policies, procedures, rules and federal/state laws.		
	7. Required reports/documents such as bus log sheets, pre/post trip inspection forms, and timesheets are accurate, neat and thorough and turned in on time.		
	8. Understands requirements needed to transport students with special needs.		
Attendance and Dependability	1. Arrives to work on time.		
	2. Does not leave early without authorization.		
	3. Provides reasonable notice when absent.		
	4. Is prudent in use of leave and adheres to leave policies.		
Responsibility	1. Is reliable and stays on task.		
	2. Checks mailbox and readerboard for daily updates and correspondence. Follows through with assigned tasks to completion.		
	3. Ensures assigned route sheets have accurate bus stop locations, pick up/drop off times, and driving directions.		
Communication Skills	1. Practices professional telephone, email and radio etiquette.		
	2. Demonstrates active listening skills.		
	3. Communicates appropriately through established lines of authority.		

Scale Score:	D = Distinguished - Employee's overall performance exceeds supervisor's expectations/performance requirements		
	S = Satisfactory – Employee's overall performance is acceptable and generally meets supervisor's expectations/performance requirements		
	N = Needs improvement – Employee's overall performance is generally below supervisor's expectations/performance requirements		
	U = Unsatisfactory – Employee's overall performance is well below or does not meet supervisor's expectations/performance requirements		
Performance Criteria	Competencies	Scale Score	Comments
Interpersonal Skills	1. Interacts with colleagues, district staff and supervisors in a positive, constructive and professional manner.		
	2. Offers differing opinions in a constructive and helpful manner.		
	3. Is respectful in interactions with staff, supervisors, and the public.		
	4. Has a positive rapport with students, staff and the public.		
Flexible / Adaptability	1. Demonstrates willingness to learn new tasks and procedures.		
	2. Demonstrates willingness to incorporate new ideas or methods.		
	3. Adjusts to changing daily priorities.		
	4. Works independently with a minimal amount of supervision.		
	5. Ability to handle interruptions and matters of urgency.		
Professionalism	1. Positively represents the District in the work place; exhibits professional demeanor, including professional dress, grooming, hygiene and language.		
	2. Accepts responsibility for mistakes and accepts constructive feedback and responds professionally.		
	3. Practices ethical and professional standards of conduct and maintains confidentiality with privileged information.		
	4. Maintains composure, demonstrates constraints and self-control in difficult situations.		
	5. Identifies and corrects problems before they escalate into major issues.		
	6. Communicates effectively with verbal communication as it relates to essential skills necessary to perform the job; effectively speaks clearly and is patient. Does not use inappropriate language and is not rude.		
	7. Resolves conflicts professionally.		
Job Knowledge	1. Has demonstrated working knowledge of required skills, equipment and materials that are necessary for completion of assigned work.		
	2. Is able to identify and prioritize problems and develop appropriate solutions.		
	3. Keeps current in field, as evidenced by actively participating in department meetings and trainings.		

Teamwork / Collaboration	1. Provides assistance and encouragement to co-workers and supervisor in a positive and cooperative manner; shares information and expertise with others; supports the overall success of the department.		
	2. Fills in where needed to ensure efficient operations.		
	3. Performs other duties as assigned.		
Time Management	1. Manages and prioritizes time and resources in order to successfully complete assignments during paid time.		
	2. Uses time efficiently and effectively.		
Driving Skill	1. Uses good judgment.		
	2. Maintains student management in an appropriate and constructive manner.		
	3. Follows all safe bus driving procedures.		
	4. Is able to understand and follow route sheet/maps.		
	5. Follows personal as well as student seat belt requirements.		

OVERALL PERFORMANCE SCORE = **Distinguished** **Satisfactory** **Needs Improvement** **Unsatisfactory**

Development Plan

Training education and work assignments, which could be used to improve the employee's performance and develop skills during the next appraisal period.

Plan:

Employee Comments Use this section to provide comments about this appraisal and/or career goals established.

Employee Signature*

Date

Evaluator Signature**

Date

* Employee signature does not necessarily imply he/she agrees with the evaluation, only that he/she has seen and discussed it with the evaluator.

**Evaluator signature indicates that he/she has reviewed this document with the employee.