**Bus Driver**

 **Performance Review Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How long has this employee worked in his/her assignment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Evaluation** (check one)

[ ]  Interim Probationary [ ]  Final Probationary [ ]  Trial Period

[ ]  1 Year Following Probationary [ ]  Annual Review (3 years) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluator** (print name): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Mark (X) the box that most accurately reflects your evaluation of the employee.***

**3. Meets Expectations:** A person who consistently meets requirements and expectations; one who excels in one or more areas of performance.

**2. Needs Improvement:** A person who inconsistently meets the requirements and expectations; one who has areas of performance that require improvement.

**1. Unacceptable:** A person whose performance is notably below job requirements and expectations; significant improvement to performance is required.

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| ***Criteria for Evaluation (Note: Space for general comments provided at the end)*** | ***3*** | ***2*** | ***1*** | ***N/A*** |

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| ***Criteria for Evaluation (Note: Space for general comments provided at the end)*** |  ***3*** |  ***2*** | ***1*** | ***N/A*** |

**Student Related Duties** |
| 1. | Communicates pickup/drop off times to families in a timely manner |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. | Advises and enforces school bus rules effectively |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. | Advises sub driver of any route specific rules/changes or student concerns |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. | Properly supervises students during transit, loading & unloading |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5. | Supervision of students until regular supervision is provided |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6. | Ability to manage student behavior quickly and effectively |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 7. | Communicates any bus issues to supervisor |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 8. | Complies to all safety, traffic and bus regulations |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 9. | Knowledgeable with Transportation Manual |  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Bus Care & Maintenance** |
|  10. | Meets bus cleanliness standards as established by supervisor |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 11. | Ensures bus is plugged when temperature below 0ċ |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 12. | Properly checks and maintains all fluid levels |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 13. | Reports any bus malfunctions to supervisor |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 14. | Maintains fuel level above half a tank |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 15. | Returns spare buses clean and full of fuel |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 16. | Properly performs & documents pre-trip inspections  |  | [ ]  | [ ]  | [ ]  | [ ]  |
| **General Duties** |
| 17.  | Completes & submits all applicable paperwork in a timely manner |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 18. | Conducts oneself in an appropriate manner within an educational environment |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 19. | Willingness to engage in all professional development |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 20. | Notifies supervisor of any changes to route |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 21. | Maintains a neat personal appearance |  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Attitude** |
| 22. | Demonstrates a positive attitude towards others, co-workers, and school/division |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 23. | Willing to listen/learn & provide valuable feedback |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 24. | Accepts accountability for his/her work |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 25. | Properly follows instructions, directives, and procedures |  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Initiative** |
| 26. | Comes forward with concerns or new ideas |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 27. | Willing to assist co-workers/team player |  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Punctuality** |
| 28. | Maintains consistent route pickup/drop-off times at stops and school  |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 29. | Ability to show up on time for any job related duty |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 30. | Communicates any delays to any affected families or schools |  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Safety** |  |  |  |  |  |  |
| 31. | Reports all incidents / accidents to supervisor immediately |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 32. | Follows established policies & safe work procedures |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 33. | Knows the 3 worker rights & what they mean |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 34. | Demonstrates proper use of personal protective equipment (PPE), donning, doffing, selection, storage  |  | [ ]  | [ ]  | [ ]  | [ ]  |
| 35. | Worker ensures all applicable training is current |  | [ ]  | [ ]  | [ ]  | [ ]  |

**Objectives for the Next Review Period**

List goals and objectives to be attained in the upcoming review period:

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**Overall Review**

Outline areas of major strength(s):

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Areas which could be improved:

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Professional development goals:

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General comments and recommendations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date