

**ISSAQUAH SCHOOL DISTRICT NO. 411
TRANSPORTATION DEPARTMENT
PERFORMANCE EVALUATION - BUS DRIVER**

Name:	Job Title:
Evaluator:	Building/Department:
Date:	<input type="checkbox"/> Annual <input type="checkbox"/> Other

The purpose of this evaluation is to provide the employee feedback regarding his/her work performance as related to the functions, assigned tasks and responsibilities of the position. The following performance rates will be used to evaluate each section:

- Exceeds Expectations Performance is consistently above satisfactory.
Satisfactory Consistently meets the expectations of the position.
Unsatisfactory Consistently fails to meet the expectations of the position.

EVALUATION CRITERIA: Check the appropriate box under each of the criteria below. All written comments are to be entered in the comment section on the reverse side. Any items marked *Exceeds Expectations* or *Unsatisfactory* must be accompanied with a comment.

UNSATISFACTORY	SATISFACTORY	EXCEEDS EXPECTATIONS
1. Quality of work: Effectively performs pre-trip, post-trip and student checks; reports necessary repairs promptly; reports route issues promptly; exercises proper judgment with regard to student safety.		
<input type="checkbox"/> Does not complete required bus and student safety checks without reminders; fails to report needed bus repairs promptly; does not report route issues without prompting; fails to exercise proper judgment with regard to student safety	<input type="checkbox"/> Effectively performs pre-trip, post-trip, and student checks routinely; reports necessary repairs promptly to the appropriate person; reports route issues promptly and without bidding; and routinely exercises proper judgment with regard to student safety	<input type="checkbox"/> Meets the satisfactory criteria and suggests appropriate areas for systemic improvement to procedures, contributing to the smooth operation of the transportation department
2. Student Management: Monitors student behavior; positive and proactive interaction with students; applies appropriate discipline with consistent follow-through; communicates appropriately with students, parents, district staff, etc.		
<input type="checkbox"/> Ineffective student management with limited results; does not seek staff assistance; minimal or no parent communication	<input type="checkbox"/> Consistently applies appropriate student management with follow-through, interactions with students and parents are positive and demonstrate respect.	<input type="checkbox"/> Meets the satisfactory criteria and is engaging, proactive, and responsive to student needs; maintains regular positive communication with parents
3. Cleanliness & Condition of Bus: Keeps interior and exterior of bus clean including floors swept, garbage emptied, interior windows clean, exterior front and rear windows cleaned, fueled, etc.		
<input type="checkbox"/> Employee does not routinely keep buses fueled for operation; demonstrates inconsistent ability to keep interior and exterior of bus clean as specified	<input type="checkbox"/> Employee routinely keeps buses fueled for operation and interior and exterior of bus clean in all specified areas	<input type="checkbox"/> Meets the satisfactory criteria and is proactive in assisting others in maintaining the cleanliness and fueling of the buses
4. Records Management: Records are reviewed for accuracy and reported for corrections (DBR's, route books and transportation forms)		
<input type="checkbox"/> Records are inaccurate causing problems for sub drivers; established procedures for preparing and submitting records are not followed; records are routinely late, contain material mistakes, or are missing	<input type="checkbox"/> Records are up-to-date and accurate; records are submitted in a timely manner and are free of mistakes; established procedures for preparing and submitting records are followed	<input type="checkbox"/> Meets the satisfactory criteria and suggests improvements to the record documents or the procedures; consistently completes and updates all appropriate records in a timely manner
5. Problem Solving/Skills: Drives defensively and adapts to unforeseen situations		
<input type="checkbox"/> Ineffectively addresses and fails to appropriately prioritize routine driving issues; fails to respond to unforeseen situations in a reasonable manner	<input type="checkbox"/> Effectively and independently address and prioritizes routine driving issues; demonstrates the ability to deal with non-routine and emergency situations in a reasonable manner	<input type="checkbox"/> Meets the satisfactory criteria and takes the lead in problem-solving driving and other issues for others which contributes positively to the operation of the department
6. Dependability: Consistently performs/completes assigned tasks with minimal supervision; follows through with commitments		
<input type="checkbox"/> Inconsistent follow through on commitments and assigned duties; which impedes the smooth operation of transportation	<input type="checkbox"/> Consistently performs assigned tasks with minimal supervision; completes all commitments and duties as assigned	<input type="checkbox"/> Meets the satisfactory criteria and regularly volunteers for additional assignments; is able to assist with the smooth operation of transportation
7. Professionalism: maintains confidentiality as appropriate; communicates effectively with staff, drivers, schools, parents, and the public; courteous; willing to help; participates as a team member, etc.		
<input type="checkbox"/> Employee uses language and tone appropriate to the situation; assists only when asked to do so; communication violates principles of confidentiality	<input type="checkbox"/> Employee uses language and tone appropriate to the situation; contributes to a positive and cooperative work environment; is flexible and generally contributes without being asked to do so; maintains productive relationships with colleagues; maintains appropriate confidentiality	<input type="checkbox"/> Meets the satisfactory criteria and is consistently willing to help other drivers and staff without hesitation; facilitates teamwork; leads colleagues in demonstrating appropriate work behavior; maintains confidentiality

Assistant Dispatch/Router/Trainer Criteria (if applicable)

1. Organization/Planning: Develops, organizes, and evaluates plans, priorities and work assignments efficiently and effectively		
<input type="checkbox"/> Does not complete tasks; prioritizes ineffectively; does not consider the impact of decisions and or actions; does not effectively monitor and evaluate work progress	<input type="checkbox"/> Identifies and completes tasks; prioritizes key action steps; anticipates the impacts and risks of decisions and actions; monitors and evaluates progress of projects	<input type="checkbox"/> Meets the satisfactory criteria and anticipates and prepares for upcoming events/deadlines; integrates own work with others as needed to achieve the overall mission
2. Leadership Skills: Demonstrates the ability to lead/mentor, asserts authority appropriately, effectively and regularly communicates with team members, advocates for the team		
<input type="checkbox"/> Does not demonstrate the ability to lead/mentor others effectively; inappropriately asserts authority; communicates in a negative fashion about drivers, the team or team members	<input type="checkbox"/> Expresses confidence in the ability of others to be successful; empowers others: encourages groups or individuals to resolve problems on their own when possible	<input type="checkbox"/> Meets the satisfactory criteria and independently seeks and assumes responsibility for additional tasks; seeks new and/or improved ways to complete tasks; seeks out and participates in professional growth activities
3. Communication: keeps all staff informed and up to date , uses skills appropriate to the situation and topic		
<input type="checkbox"/> Does not maintain appropriate confidentiality; provides inaccurate and or untimely communications with district staff and or public provides responses that are or perceived to be inappropriate in tone, volume, subject matter, or non-verbal gestures	<input type="checkbox"/> Respects and maintains appropriate confidentiality; provides accurate and timely communications with district staff and/or the public; consistently acts in situations or provides actions perceived as appropriate in tone, volume, subject matter, or non-verbal gestures	<input type="checkbox"/> Meets the satisfactory criteria and promotes an environment of open communication and respect among and between the members of the group and fosters a sense of inclusion
4. Collaboration: Fosters a positive and professional working environment; earns others' trust and respect through consistent honesty and professionalism in all interactions		
<input type="checkbox"/> Employee does not support and maintain constructive working relationships; undermines an environment of trust and respect	<input type="checkbox"/> Demonstrates the ability to work as a team member; keeps commitments to others; ensures accurate and timely communications with district staff and or public	<input type="checkbox"/> Meets the satisfactory criteria, promotes an environment of trust and respect, and actively works to foster a positive work environment for the department

Evaluator Comments:
Employee Comments:

Evaluator's Signature

Date

Employee's Signature*

Date

*Note: Signature indicates that the employee has read and discussed this evaluation with the evaluator; however, it does not necessarily constitute agreement with the contents of the evaluation. Employee will have five business days from the date of the evaluation to provide his/her written comments.