



## Route Specialist Bus Driver Appraisal

Name \_\_\_\_\_ Appraisal period \_\_\_\_\_

Position: Route Specialist Department : Transportation

Appraiser \_\_\_\_\_ Title: Assistant Director of Transportation

Rating scale: Please circle the appropriate response.

Meets or Exceeds - Performance meets or exceeds expectations = 3

In Progress - Growth is evident = 2

Below Expectations - Performance does not meet expectations = 1

Performance is not expected = N/A

Directions: Use the above descriptors to rate each applicable skill.  
Determine the overall job performance by reviewing all ratings.

### General Skills

1. Acts for the safety and security for self and others	1	2	3	N/A
2. Follows district policies and procedures	1	2	3	N/A
3. Works cooperatively with others	1	2	3	N/A
4. Follows attendance rules for AM & PM routes	1	2	3	N/A
5. Follows attendance rules for midday routes	1	2	3	N/A
6. Completes assignments on time and accurately	1	2	3	N/A
7. Follows oral and written instructions	1	2	3	N/A
8. Uses, maintains, and stores work material properly	1	2	3	N/A
9. Participates in meetings, training, and special events	1	2	3	N/A
10. Demonstrates appropriate job knowledge	1	2	3	N/A
11. Operates each assigned vehicle in a safe manner	1	2	3	N/A
12. Communicates effectively on two way radio	1	2	3	N/A

Specialized Skills

1. Adept at adjusting to unscheduled bus route assignments	1	2	3	N/A
2. Completes pre-trip maintenance checks properly	1	2	3	N/A
3. Completes post-trip checks properly	1	2	3	N/A
4. Completes route sub survey properly	1	2	3	N/A
5. Follows approved bus route and schedule	1	2	3	N/A
6. Returns bus and related equipment in a ready-to-use state	1	2	3	N/A
7. Manages student behavior problems appropriately	1	2	3	N/A
8. Completes field trip procedures properly	1	2	3	N/A

Performance goals:

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General comments:

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Employee comments:

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Overall performance rating (check one)

Exceeds expectations      In progress      Below expectations

This appraisal has been discussed with me by my supervisor. I have read and received a copy of it.

\_\_\_\_\_  
Employee signature    Date

\_\_\_\_\_  
Appraiser signature    Date

\_\_\_\_\_  
Reviewer signature    Date