



## Special Needs Attendant Appraisal

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

Position: Special Needs Attendant Department : Transportation

Appraiser \_\_\_\_\_ Title: Route Program Manager

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

Not applicable - 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 vehicle equipment in a safe manner	1	2	3	N/A
12. Communicates effectively	1	2	3	N/A

