



Special Needs Driver Appraisal

Name _____ Appraisal period _____

Position: Special Needs Bus Driver Department: Transportation

Appraisal _____ 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
13. Completes pre-trip maintenance checks properly	1	2	3	N/A
14. Completed post-trip checks properly	1	2	3	N/A

Specialized Skills

1. Manages student behavior problems appropriately	1	2	3	N/A
2. Interacts appropriately with student riders	1	2	3	N/A
3. Interacts appropriately with parents of student riders	1	2	3	N/A
4. Keeps bus and related equipment clean	1	2	3	N/A
5. Follows approved bus route and schedule	1	2	3	N/A
6. Uses specialty equipment correctly	1	2	3	N/A
7. Insures that each student rider has a proper securement system	1	2	3	N/A
8. Physically exits the bus to assist elementary students and those students designated for this assistance	1	2	3	N/A
9. Completes Field Trip procedures properly	1	2	3	N/A

Performance goals:

General comments:

Employee comments:

Overall performance rating (circle 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