

RSU5 Bus Driver, Van Driver, Custodian and Head Custodian Evaluation Handbook

Final: 8.13.19

Bus Driver, Van Driver, Custodian and Head Custodian Evaluation Procedures

New Employees and Start of School Year

1. Upon employment, each employee shall receive a copy of their current job description (on RSU5 website), the evaluation rubric handbook (on RSU5 website) and a copy of the collective bargaining agreement (on RSU5 website). All new bus drivers, van drivers, and custodians are on a period of probation for one year from the date of hire. (Article 4, CBA with Support Staff)
2. At the beginning of each school year, an administrator will meet with all new support staff to review the evaluation process.

Timeline

August or when hired during the year	By the Friday before February Vacation	By March 15	By the end of the school year
Probationary bus drivers, van drivers and custodians will meet with their evaluator to review evaluation process.	Bus drivers, van drivers and custodians will complete self-evaluation and submit to evaluator.	Bus drivers, van drivers, custodians and head custodians shall be evaluated by the Director of Facilities and Transportation with input from building administrators. A copy of the evaluation shall be provided to the employee. Goals will be set collaboratively between the evaluator and the employee.	Letters of reasonable assurance are sent to those bus drivers, van drivers and custodians who RSU No.5 wants to return.

Name: _____ School: _____ Date: _____

Bus Driver, Van Driver, and Custodian Bus Driver, Van Driver only Custodian only Head Custodian

Supervisor: _____ Evaluated by: _____

Effectiveness with Students on the Bus and Van				
Indicators	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Timeliness	N/A	Consistently on time for both morning and afternoon routes.	Demonstrates difficulty being on time for morning and/or afternoon routes and demonstrates willingness to improve.	Fails to be on time for morning and/or afternoon routes. Doesn't commit to improving.
Bus Environment	Demonstrates genuine warmth, caring and respect for all students and goes above and beyond for students who need more attention to be successful.	Creates an environment on the bus that is welcoming and supportive of students.	Inconsistently creates an environment on the bus that is welcoming and supportive of students.	Fails to create an environment on the bus that is welcoming and supportive of students.
Strategies with Students and Families	Goes above and beyond to create positive cooperative relationships with students and families.	Creates a positive cooperative relationship with students and families.	Inconsistently creates a positive cooperative relationship with students and families.	Fails to create a positive cooperative relationship with students and families.
Bus Expectations and Positive Reinforcement	Communicates clear expectations to students and provides positive reinforcement and seeks out opportunities to genuinely celebrate student behavior.	Communicates clear expectations to students and provides positive reinforcement.	Inconsistently communicates expectations to students and provides infrequent positive reinforcement.	Fails to communicate expectations to students and provides positive reinforcement.

Response to Misbehavior	Collaborates with school administration to seek suggestions on how best to resolve issues regarding behavior. Communicates immediately with school administration when serious problems arise.	Works with students to resolve issues regarding behavior in a positive manner and seeks the assistance of the school administration when more serious problems with students arise.	Inconsistently works with students to resolve issues regarding behavior in a positive manner and inconsistently seeks assistance of the school administration when more serious problems with students arise.	Fails to work with the students to resolve issues regarding behavior in a positive manner and fails to seek assistance of the school administration when more serious problems with students arise.
--------------------------------	--	---	---	---

Overall rating: _____

Safety on the Bus or Van: Bus Drivers, Van Driver				
Indicators	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Driving Record	Maintains a clean driving record. Practices defensive driving skills and no complaints received regarding operation of the bus and goes above and beyond by taking additional driving courses.	Maintains a clean driving record. Practices defensive driving skills and no complaints received regarding operation of the bus.	Driving record shows convictions for minor offenses such as speeding. Some complaints regarding the operation of the bus, but demonstrates willingness to improve.	Driving record shows convictions for major offenses. Numerous complaints and demonstrates unwillingness to improve.
Inspection, Drills, and Duties	Daily inspection is carried out meticulously and problems are identified and reported immediately. Fulfills the duties of a bus driver, including evacuation drills.	Daily inspection is carried out properly and problems are identified and reported in a timely manner. Fulfills the duties of a bus driver, including evacuation drills.	Inconsistently performs daily inspection and inconsistently identifies problems and/or doesn't report in a timely manner. Inconsistently fulfills the duties of a bus driver, including evacuation drills.	Fails to carry out daily inspection properly and problems are not identified and reported. Fails to fulfill the duties of a bus driver, including evacuation drills.
Judgment	Demonstrates impeccable judgment with respect to all road conditions and safety and is willing to hold others	Exercises good judgment with respect to all road conditions and safety.	Inconsistently, exercises good judgment with respect to all road conditions and safety.	Fails to exercise good judgment with respect to all road conditions and safety.

	accountable.			
--	--------------	--	--	--

Overall rating: _____

Interactions with Staff and Students: Bus Drivers, Van Drivers and Custodians				
Indicators	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Communication	Communicates insightfully and collaboratively with staff and students.	Communicates respectfully and professionally with staff and students.	Inconsistently communicates with staff and students.	Fails to communicate or is unprofessional when communicating with staff and students.
Working Cooperatively and Flexibly	Works towards unity in the school environment, anticipating needs and offering support when appropriate.	Works cooperatively and demonstrates flexibility with colleagues.	Inconsistently works cooperatively and/or inconsistently demonstrates flexibility with colleagues.	Fails to work cooperatively and lacks flexibility or has difficulty with change.
Routines and Expectations	Positively contributes to schoolwide climate, routines, procedures, and expectations.	Consistently follows schoolwide climate, routines, procedures, and expectations.	Inconsistently follows schoolwide climate, routines, procedures, and expectations.	Fails to follow or interferes with schoolwide, climate, routines, procedures, and expectations.
Dealing with Conflict	Proactively foresees potential conflicts and actively attempts to address the conflict in a productive way.	Solves conflicts effectively and consistently follows proper channels and protocols when dealing with conflict.	Attempts to solve problems with mixed results and inconsistently follows proper channels and protocols.	Instigates conflict or has difficulty dealing with conflict. Appropriate channels or protocols are not followed.

Overall rating: _____

Safety in the School: Custodians

Indicators	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Hazard Compliance	Consistently follows procedural safeguards outlined on the MSDS guidelines and follows all OSHA safety protocols and holds others accountable for safety procedures.	Consistently follows procedural safeguards outlined on the MSDS guidelines and follows all OSHA safety protocols.	Inconsistently follows procedural safeguards outlined on the MSDS guidelines and follows all OSHA safety protocols.	Fails to follow procedural safeguards outlined on the MSDS guidelines and ignores OSHA safety protocols.
Inspection and Reporting	Meticulously inspects the school building both inside and outside and reports damages, hazards, and equipment issues immediately.	Consistently inspects the school building both inside and outside and reports damages, hazards, and equipment issues.	Inconsistently inspects the school building both inside and outside and reports damages, hazards, and equipment issues.	Fails to inspect the school building both inside and outside and/or fails to report damages, hazards, and equipment issues.
Duties, Drills and Checks	Consistently follows emergency drill procedures, uses proper signage for safety concerns, and identifies areas of concern that are not addressed by current drills and emergency drill procedures and makes suggestions for improvement.	Consistently follows emergency drill procedures, uses proper signage for safety concerns.	Inconsistently follows emergency drill procedures, and/or fails to use proper signage for safety concerns.	Fails to follow emergency drill procedures or use proper signage for safety concerns.

Overall Rating: _____

Custodial Duties: Custodians				
Indicators	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Cleanliness of Building	Takes pride in the work and maintains a clean school environment, fulfills assigned duties and looks for new processes and efficiencies with cleaning duties.	Takes pride in the work and maintains a clean school environment, and fulfills assigned duties	Inconsistently, takes pride in the work and maintains a clean school environment, and inconsistently fulfills assigned duties	Fails to takes pride in the work and/or maintain a clean school environment, and fails to fulfill assigned duties
Repair Initiative	Effectively performs minor maintenance, goes above and beyond to complete maintenance tasks beyond typical expectations and communicates maintenance requirements	Effectively performs minor maintenance and communicates maintenance requirements if needed	Inconsistently, performs minor maintenance and communicates maintenance requirements.	Fails to perform minor maintenance and/or fails to communicate maintenance requirements.
Responsiveness	Effectively performs all duties and expectations and responds to needs as they arise without being asked, and often seeks out suggestions for additional tasks.	Effectively performs all duties and expectations and responds to needs as they arise without being asked	Inconsistently, performs all duties and expectations and does not respond to needs as they arise without being asked	Fails to perform all duties and expectations and never responds to needs as they arise without being asked

Overall: _____

Professional Responsibilities: Bus Drivers, Van Drivers, Custodians and Head Custodians				
	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Confidentiality/ Judgment	Is ethical and forthright, models impeccable judgment and holds others accountable. Maintains confidentiality with student information (FERPA)	Is ethical and forthright, uses good judgment and maintains confidentiality with student information (FERPA)	Sometimes uses questionable judgment, and/ or discloses student information (FERPA)	Is frequently unethical, dishonest, and/or uses poor judgment and/or discloses student information
Professional Growth	Frequently seeks out effective ideas from colleagues, workshops, trainings and other resources and implements them well	Participates in professional learning and other trainings with colleagues, and other resources and implements them well	Can occasionally be persuaded to try out new practices or utilizes new learning inconsistently.	Is not open to new ideas for improving performance
Feedback	Actively seeks out and accepts constructive feedback to improve	Accepts and responds well to constructive feedback.	Inconsistently accepts and inconsistently responds well to constructive feedback.	Fails to accept and/or does not respond well to constructive feedback and can get defensive
Responsibilities	Independently seeks out methods to creatively perform job responsibilities in an organized, efficient and dependable manner	Performs job responsibilities in an organized, efficient and dependable manner	Inconsistently performs job responsibilities in an organized, efficient and dependable manner	Fails to perform job responsibilities in an organized, efficient, or dependable manner.

Overall rating: _____

Summative Evaluation Worksheet Page

Name: _____

School Year: _____

Evaluator: _____

Position/School: _____

RATINGS ON INDIVIDUAL RUBRICS:

Effectiveness with Students on the Bus and Vans:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Safety on the Bus or Van:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Interactions with Staff and Students: Bus Drivers, Van Drivers, Custodians, Head Custodians

Highly Effective Effective Improvement Needed Does Not Meet Standard

Safety in the School: Custodians and Head Custodians

Highly Effective Effective Improvement Needed Does Not Meet Standard

Custodial Duties:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Professional Responsibilities: Bus Drivers, Van Drivers, Custodians and Head Custodians:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Overall Rating: _____

Evaluator Comments:

Areas of Strength:

Areas of Growth:

Professional Growth Goals for the upcoming year:

Directed Growth Plan needed: yes no

Employee Comments:

I have had the opportunity to read my evaluation report. My signature indicates that I have received a copy of this evaluation.

Employee Signature: _____

Evaluator Signature: _____

Directed Growth Plan:

A Directed Growth Plan may be created for a driver and/or custodian who needs improvement and/or who may benefit from more support. This plan provides a good-faith effort to support and guide the employee to effectively meet the standards set forth in the rubrics.

The Directed Growth Plan process may be initiated at any time throughout the year. The administrator shall provide a written identification of the problem and expectations for improvement in performance based on the identified problem area.

This plan will include:

- Specific measurable goals relating to areas needing improvement
- Action steps/strategies for resolution of concerns.
- Resources needed to accomplish goals
- Timeline for completion

Progress toward meeting the goals as outlined within the plan will be monitored and documented. If the goals are met at the completion of the timeline, the educator will no longer be on a Directed Growth Plan.

Directed Growth Plan- Bus/Van Driver/ Head Custodian/ Custodian

Name : _____ Building _____

<i>Specific Measurable Goals *</i>	<i>Action Steps (Provide Details)</i>	<i>Resources</i>	<i>Timeline for Completion</i>	<i>Evidence</i>

*Linked to Rubrics

Employee Comments:

Administrator Comments:

Employee Signature _____ Date: _____

Administrator Signature _____ Date: _____

Note: Direct Growth Plans should include the 5 components above but the template format may be modified.