

Watauga County Schools
Bus Driver Evaluation

Bus Driver's Name: _____

Date Completed: _____

School(s) Served: _____

School Year: _____

Instructions:

Performance is to be rated either as "At Standard" or "Below Standard," with supporting statements recorded for each criterion rated as below standard, thus providing the basis for improvement of performance. "Below Standard" is to be indicated by "1"; "At Standard" by "2". Unless a criterion is rated as below standard, it is understood to be at standard.

The principal of the school to which the driver reports is the primary evaluator. He/She may receive input from principals or assistant principals of other schools that are served by the driver, the Transportation Director, and/or mechanics. Whatever reference is made to the "principal," it is understood that such can be his/her designee. A copy of this form with the original signatures is due in the Human Resources Department by the last student day of school. One copy is to be given to the driver, and one copy is to be filed at the school.

Bus drivers are to be evaluated each school year.

Performance Criteria	Below	At	Supporting Statements
	Standard	Standard	
Category A - Bus Operations	1	2	
1. Exercises the greatest care at all times in the transportation of students.			
2. Operates the bus at a safe speed. Activates bus warning and stop lights at appropriate distances, and stop arms at all stops.			
3. Adheres to the schedule by arriving at stops/school on time each morning and afternoon.			
4. Loads and unloads only at the regularly designated stops, except by permission of the principal. Reports requests for changes to the principal. Does not allow students to ride the bus that are not assigned or have written authorization from parent and principal.			
5. Wears safety lap belt when bus is in operation and is in the driver's seat while students are on the bus.			
6. Follows all safety procedures including conducting emergency exit drills, proper crossing of railroad tracks, keeping aisles/entrance/exits clear of items.			
7. Keeps the bus still until boarding students are seated and requires all students to remain in their seats while the bus is in motion.			
Category B - Reporting	1	2	
1. Makes a proper count of students transported and reports overloads to the principal.			
2. Performs pre-trip and post-trip inspections. Notifies principal and mechanic of mechanical and related problems as they arise.			
3. Follows prescribed procedures in case of collision or breakdown. Reports all collisions in accordance with local policy.			
4. Keeps accurate time driving the bus for payroll purposes.			
Category C - Communication	1	2	
1. Informs students of rules/expectations for riding the bus. Maintains positive discipline on bus.			
2. Works well with students, parents, and all school personnel.			
3. Follows oral and written directions.			
4. Positive role model for students through dress, conduct, and interpersonal communication.			
Category D - Vehicle Maintenance	1	2	
1. Secures bus properly when parked.			
2. Cleans bus inside daily. Empties trash and keeps rear windows free of dirt and dust.			
3. Checks bus interior after each trip for vandalism/damage and reports such to principal.			
4. Keeps dash area and console clear at all times.			
Category E - Bus Driver Responsibilities	1	2	
1. Knows and abides by State and local Board of Education regulations and policies.			
2. Gives adequate notification to the principal when unable to drive.			
3. Dependable. Reports to work regularly and on time.			
4. Knows and abides by the Handbook for School Bus Drivers.			
OVERALL PERFORMANCE	1	2	

Bus Driver Signature: _____

Evaluator Signature: _____

