



COLORADO SPRINGS SCHOOL DISTRICT 11
PERFORMANCE EVALUATION
EDUCATIONAL SUPPORT PROFESSIONAL BUS DRIVER

Name: Click or tap here to enter text.
Employee ID# Click or tap here to enter text.
Job Title: Click or tap here to enter text.
Job Location: Click or tap here to enter text.

Evaluation Date: Click or tap to enter a date.
Evaluator Name: Click or tap here to enter text.

Evaluation Period Covered: (From): Click or tap to enter a date. **(To):** Click or tap to enter a date.

Reason for Evaluation: (Check ONE) Trial Period **30 Days** **60 Days** **89 days** **Annual** **Other**

| | Quality Standard I Employee demonstrates mastery of the position for which they are responsible. | Quality Standard II Employee supports an inclusive and respectful work environment. | Quality Standard III: Employee effectively plans and delivers services in support of the District Strategic Plan. | Quality Standard IV: Employee demonstrates professionalism through ethical conduct and leadership. |
|-------------------------|--|---|---|--|
| Element A | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Element B | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Element C | Choose an item. | | Choose an item. | Choose an item. |
| Element D | Choose an item. | | | |
| Element E | Choose an item. | | | |
| Total/Competency | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| OVERALL RATING | | | | Choose an item. |

OVERALL PERFORMANCE RATING SCALE

Ineffective-Does not meet necessary performance standards
Partially Proficient-Progressing towards necessary performance
Effective-Meets expected performance
Highly Effective-Exceeds expected performance

Remediation Plan Developed YES NO
Remediation Plan Attached YES NO

Quality Standard(s) for improvement: (Identify Ineffective and Partially Proficient Quality Standards, specific areas for growth, and available supports for needed growth.)

Areas of Strength:

Identified areas to include in Growth Plan for next School Year:

Employee's Signature _____ Date _____

Evaluator's Signature _____ Date _____

Evaluators Job Title _____

The employee's signature above indicates that he or she has reviewed this summative evaluation in conference with the evaluator. It does not indicate agreement with the content of this evaluation.

Quality Standard I: Employee demonstrates mastery of the position for which they are responsible.

Element A: Employee demonstrates safe bus operations.

| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
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| <p>Growth is needed in:</p> <ul style="list-style-type: none"> Operating the bus at a safe speed (5 mph under limit). Loading and unloading students only at designated stops. Not turning right at red lights without prior authorization. Not having preventable accidents/incidents. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> Operating the bus at a safe speed (5 mph under limit). Loading and unloading students only at designated stops. Not turning right at red lights without prior authorization. Not having preventable accidents/incidents. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Operating the bus at a safe speed (5 mph under limit). Loading and unloading students only at designated stops. Not turning right at red lights without prior authorization. Not having preventable accidents/incidents. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> Reporting issues with school bus load zones. Suggesting alternate routes that enhance safety. Setting a positive example of safe bus operations at all times. Volunteering to help support other routes when the need arises. |

Element B: Employee maintains effective student management.

| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
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| <p>Growth is needed in:</p> <ul style="list-style-type: none"> Requiring all students to be in their seats while bus is in motion. Proactively working to have all students use their seatbelts if equipped. Informing students of the rules and expectations for riding the bus. Counseling students as required to maintain order on the bus. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> Requiring all students to be in their seats while bus is in motion. Proactively working to have all students use their seatbelts if equipped. Informing students of the rules and expectations for riding the bus. Counseling students as required to maintain order on the bus. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Requiring all students to be in their seats while bus is in motion. Proactively working to have all students use their seatbelts if equipped. Informing students of the rules and expectations for riding the bus. Counseling students as required to maintain order on the bus. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> Maintaining student discipline without team leader intervention. Having students consistently use seatbelts. Maintaining a good rapport with all students. |

Element C: Employee applies good route management.

| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
|--|---|---|--|
| <p>Growth is needed in:</p> <ul style="list-style-type: none"> Performing complete pre-trip and post-trip inspections. Submitting complete and accurate mileage cards in a timely fashion. Cleaning the bus inside daily. Empties trash can and keeps rear windows free of dust and dirt. Promptly reporting stop time issues to transportation office. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> Performing complete pre-trip and post-trip inspections. Submitting complete and accurate mileage cards in a timely fashion. Cleaning the bus inside daily. Empties trash can and keeps rear windows free of dust and dirt. Promptly reporting stop time issues to transportation office. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Performing complete pre-trip and post-trip inspections. Submitting complete and accurate mileage cards in a timely fashion. Cleaning the bus inside daily. Empties trash can and keeps rear windows free of dust and dirt. Promptly reporting stop time issues to transportation office. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> Taking pride in bus cleanliness. Adapting to changes in job assignment. Working with the transportation office to ensure route directions and times are accurate. Increasing knowledge of surrounding areas and locations. |

| Element D: Employee adheres to department policies and procedures. | | | |
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| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
| Growth is needed in: <ul style="list-style-type: none"> • Dependability, reports to work regularly and on time. • Submitting timesheet accurately and on time. • Checking email daily and checks mailbox before and after AM and PM routes. • Completing and returning all forms and paperwork in a timely fashion. | Consistency is needed in: <ul style="list-style-type: none"> • Dependability, reports to work regularly and on time. • Submitting timesheet accurately and on time. • Checking email daily and checks mailbox before and after AM and PM routes. • Completing and returning all forms and paperwork in a timely fashion. | There is an established/imbedded practice of: <ul style="list-style-type: none"> • Dependability. Reports to work regularly and on time. • Submitting timesheet accurately and on time. • Checking email daily and checks mailbox before and after AM and PM routes. • Completing and returning all forms and paperwork in a timely fashion. | Shows leadership by: <ul style="list-style-type: none"> • Participating in meetings, training and special events. • Volunteering for additional assignments. • Accepting change and demonstrates flexibility. • Maintaining a positive attitude toward policies and procedures. |

| Element E: Employee exhibits positive community relations. | | | |
|---|--|--|---|
| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
| Growth is needed in: <ul style="list-style-type: none"> • Cooperating and being pleasant with parents, school staff, and transportation personnel. • Representing a positive role model for students through conduct and interpersonal communication. • Representing District 11 in a positive way. | Consistency is needed in: <ul style="list-style-type: none"> • Cooperating and being pleasant with parents, school staff, and transportation personnel. • Representing a positive role model for students through conduct and interpersonal communication. • Representing District 11 in a positive way. | There is an established/imbedded practice of: <ul style="list-style-type: none"> • Cooperating and being pleasant with parents, school staff, and transportation personnel. • Representing a positive role model for students through conduct and interpersonal communication. • Representing District 11 in a positive way. | Shows leadership by: <ul style="list-style-type: none"> • Participating in back-to-school nights as transportation representative. • Understanding department/district objectives and works to achieve them. • Helping promote school transportation program with words and action. |

| Quality Standard II: Employee supports an inclusive and respectful work environment. | | | |
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| Element A: Employee develops and maintains relationships with individuals and groups, resulting in positive outcomes. | | | |
| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
| Growth is needed in: <ul style="list-style-type: none"> • Establishing and building constructive, effective relationships. • Supporting group productivity. • Respecting the opinions and ideas of others. • Including others in pertinent conversations and decisions. | Consistency is needed in: <ul style="list-style-type: none"> • Building constructive, effective relationships. • Supporting group productivity. • Identifying and suggesting solutions in which all parties are respected and from which they can benefit. • Gathering input from appropriate stakeholders. | There is an established/imbedded practice of: <ul style="list-style-type: none"> • Constructive, effective relationships. • Working to enhance group productivity by building consensus and setting a positive tone in work and actions. • Demonstrating respect for opinions, priorities, ideas, and time of others. • Identifying solutions in which all parties can benefit. • Thinking about issues impacting others and includes them, when necessary. | Shows leadership by: <ul style="list-style-type: none"> • Developing and maintaining relationships. • Working to enhance group productivity by building consensus and setting a positive tone in work and actions. • Demonstrating respect for the opinions, priorities, ideas, and time of others. • Identifying, leading, and developing solutions in which all parties benefit. • Involving others impacted by decisions. |

| Element B: Employee expresses thoughts and ideas verbally or in writing in individual or group settings. | | | |
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| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
| <p>Growth is needed in:</p> <ul style="list-style-type: none"> • Communication. • Ability to adapt communication to the audience. • Responding in a timely manner. • Not judging or criticizing the ideas of others. • Listening to others without interrupting. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> • Communication that is clear and easily understandable. • Adapting communication to the audience. • Responding in a timely manner. • Not judging or criticizing the ideas of other. • Listening to others without interrupting. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> • Communication that is clear and ensures understanding. • Adapting communication to the audience. • Responding in a timely manner. • Refraining from judgement and criticism of others' ideas. • Listening for understanding of others' intended message before responding. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> • Proactively communicating with clarity ensuring understanding. • Dynamically adapting communication to the audience. • Consistently responds in a timely manner. • Encouraging others to give their points of view. • Being approachable at all times. • Actively listens to understand others' intended message before responding, and follows-up. |

Quality Standard III: Employee effectively plans and delivers services in support of the District Strategic Plan.

Element A: Employee identifies and responds to customer needs

| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
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| <p>Growth is needed in:</p> <ul style="list-style-type: none"> • Meeting customer needs. • Responding appropriately to customers. • Responding to customers in a timely manner <i>WITH</i> accurate information. • Delivering solutions to customer problems. • Demonstrating an ability or willingness to build relationships with customers. • Ensuring customer satisfaction. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> • Regularly meeting customer needs. • Responding appropriately to customers. • Responding to customers in a timely manner with accurate information. • Delivering solutions to customer problems. • Building relationships with customers. • Following up with customers to ensure they are satisfied. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> • Meeting customers' needs. • Responding to customers in a timely manner with accurate information. • Delivering solutions to customer problems. • Building relationships with customers. • Following up with customers to ensure they are satisfied. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> • Anticipating customers' needs and proactively addressing them. • Consistently responding to customers in a timely manner with accurate information. • Discussing options with customers for alternative ways to meet expectations. • Building high trust relationships with customers. • Regularly following up with customers to ensure they are satisfied. |

Element B: Employee demonstrates initiative, efficiency, and productivity.

| Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 (Proficient) <input type="checkbox"/> | Level 4 <input type="checkbox"/> |
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| <p>Growth is needed in:</p> <ul style="list-style-type: none"> • Using time efficiently in order to meet work deadlines by establishing priorities appropriately. • Adjusting to changing workloads or schedules. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> • Using time efficiently in order to meet work deadlines by establishing priorities appropriately. • Adjusting to changing workloads or schedules. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> • Using time efficiently in order to meet work deadlines by establishing priorities appropriately. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> • Helping others in using time efficiently in order to meet work deadlines by establishing priorities appropriately. |

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| <ul style="list-style-type: none"> Developing self-direction, resourcefulness, and/or creativity in completing tasks. Identifying solutions to unanticipated barriers to completing job responsibilities. Independently beginning and completing job responsibilities. | <ul style="list-style-type: none"> Developing self-direction, resourcefulness, and/or creativity in completing tasks. Identifying solutions to unanticipated barriers to completing job responsibilities. Independently beginning and completing job responsibilities. | <ul style="list-style-type: none"> Adjusting to changing workloads or schedules. Developing self-direction, resourcefulness, and/or creativity in completing tasks. Identifying solutions to unanticipated barriers to completing job responsibilities. Independently beginning and completing job responsibilities. | <ul style="list-style-type: none"> Anticipating and adjusting to changing workloads or schedules. Developing self-direction, resourcefulness, and/or creativity in completing tasks. Helping others to identify solutions to unanticipated barriers to completing job responsibilities. Identifying solutions to unanticipated barriers to completing job responsibilities. |
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Element C: Employee exhibits behaviors that indicate commitment to the mission and vision of the District.

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| <p align="center">Level 1</p> <p align="center">☐</p> | <p align="center">Level 2</p> <p align="center">☐</p> | <p align="center">Level 3</p> <p align="center">(Proficient)</p> <p align="center">☐</p> | <p align="center">Level 4</p> <p align="center">☐</p> |
| <p>Growth is needed in:</p> <ul style="list-style-type: none"> Displaying actions that support the well-being and success of students, parents, co-workers, and community. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> Displaying actions that support the well-being and success of students, parents, co-workers, and community. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Displaying actions that support the well-being and success of students, parents, co-workers, and community. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> Being a role model and advocate for the well-being and success of students, parents, co-workers, and community. |

Quality Standard IV: Employee demonstrates professionalism through ethical conduct and leadership.

Element A: Employee demonstrates high standards for ethical and professional conduct

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| <p align="center">Level 1</p> <p align="center">☐</p> | <p align="center">Level 2</p> <p align="center">☐</p> | <p align="center">Level 3</p> <p align="center">(Proficient)</p> <p align="center">☐</p> | <p align="center">Level 4</p> <p align="center">☐</p> |
| <p>Growth is needed in:</p> <ul style="list-style-type: none"> Maintaining professional behavior and demeanor through being respectful of others, showing courtesy and exhibiting integrity. Adhering to applicable policies and procedures. Exhibiting appropriate behavior and a positive attitude. Demonstrating reliability in adhering to scheduled work times, is rarely absent. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> Maintaining professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity. Adhering to applicable policies and procedures. Exhibiting appropriate behavior and a positive attitude. Demonstrating reliability in adhering to scheduled work times, is rarely absent. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Maintaining professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity. Adhering to applicable policies and procedures. Exhibiting an attitude of helpfulness and reliability. Demonstrating reliability in adhering to scheduled work times, is rarely absent. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> Setting an example of professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity. Demonstrates in-depth knowledge of policies and procedures. Taking ownership and pride in their work. |

Element B: Employee links professional growth to their professional goals

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| <p align="center">Level 1</p> <p align="center">☐</p> | <p align="center">Level 2</p> <p align="center">☐</p> | <p align="center">Level 3</p> <p align="center">(Proficient)</p> <p align="center">☐</p> | <p align="center">Level 4</p> <p align="center">☐</p> |
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| <p>Growth is needed in:</p> <ul style="list-style-type: none"> • Reflecting on and engaging in professional learning activities aligned to enhancing job performance. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> • Apply knowledge and skills learned through professional development to improve performance. • Seeking and/or implementing performance feedback from supervisor. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> • Consistently applying knowledge and skills learned through professional development to improve performance. • Seeking and/or implementing supervisor feedback to improve performance. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> • Seeking out professional development opportunities to expand job applicable knowledge and skills to enhance performance. |
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Element C: Employee works to respond in a dynamic and complex environment

| <p>Level 1 □</p> | <p>Level 2 □</p> | <p>Level 3 (Proficient) □</p> | <p>Level 4 □</p> |
|---|---|--|--|
| <p>Growth is needed in:</p> <ul style="list-style-type: none"> • Accepting change. • Not sabotaging the change efforts of others. • Working well with diverse people and groups to facilitate change. | <p>Consistency is needed in:</p> <ul style="list-style-type: none"> • Adjusting style and behavior to the needs of the situation. • Adapting to changing work environments, work priorities, and organizational needs. • Working with diverse people or groups to facilitate change. • Reacting positively to changing work environments and priorities. | <p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> • Adjusting style and behavior to the needs of the situation. • Responding positively to changing situations. • Being open and willing to learn new ways of performing job responsibilities. | <p>Shows leadership by:</p> <ul style="list-style-type: none"> • Anticipating change and seamlessly adapting style and behavior to the needs of the situation. • Helping others to see the positive aspects of change. • Bringing forward innovative ways of enhancing and/or performing job responsibilities. |