

BUS DRIVER ANNUAL EVALUATION

Puyallup School District

Employee Name: Last, First, MI	Transportation Department	Bus Driver Job Title
Period of Report:	Date from: _____	Date to: _____
Evaluation Type:	Annual	New Hire Other

GENERAL CRITERIA: Check the appropriate box under each of the criteria below. All ratings of needs improvement or below must be supported by comments.

<u>Unacceptable</u>	<u>Needs Improvement</u>	<u>Meets Expectations</u>	<u>Exceptional Performance</u>
1. Safety: Citations, traffic violations, driver caused accidents (as described in Section 18:13 of CBA), pre-trip, post trip, & student check compliance, no loose items in driver's area, exercises proper judgement with regard to student safety			
Has been involved in more than two driver caused accidents, seldom completes required bus and student safety checks.	Has been involved in two or less driver caused accidents, does not complete required bus and student safety checks.	Fully complies with specified requirements for safety; no driver caused accidents, complete required bus & student safety checks	Exemplary performance beyond required standards
Comments: _____			
2. Student Management: Monitors bus and bus stop student behavior; positive and proactive interaction with students, applies appropriate discipline with consistent follow-through, communicates respectfully with parents, school staff, etc.			
No monitoring of student behavior, no follow-through, disrespectful interaction with students, school staff, etc.	Minimal student management with ineffective results, does not seek staff assistance, inconsistent follow-through	Consistently applies appropriate student management with follow-through, respectfully interact with students	Engaging, proactive, sensitive to student needs
Comments: _____			
3. Professionalism: Effective communication with all (staff, drivers, schools, parents, public), courteous, willing to help, good judgement, teamwork, etc.			
Consistently exercises poor judgement and inappropriate interactions, shows no willingness to help when needed; confrontational	Occasionally exercises poor judgement, uses inappropriate language and tone, shows little willingness to help when needed	Positive, cooperative, respectful, flexible, willingness to accept change, conduct aligns with district standards and norms	Consistently willing to help other drivers & staff when needed needed, strong teamwork
Comments: _____			
4. Cleanliness & Condition of Bus: Keeps interior and exterior of bus clean including floors swept, garbage emptied, interior windows clean, etc.			
Consistently appears to make no effort to keep bus clean; excessive dirt and debris on floors, trash can is not emptied, interior windows dirty, etc.	Occasionally does not clean bus as specified; un-swept floors, trash can is not emptied, visible dirt on bus	Actively seeks to keep interior and exterior of bus clean in all specified areas	
Comments: _____			
5. Punctuality: Displays consistent habit of on time arrival for work schedules, field trips, meetings, etc.			
Frequently late to work and tardiness causes adverse operational impact, undependable	Occasionally arrives late for work and/or field trips, arrival time impedes operations	Displays good habits; on time and at work, consistently, highly dependable	
Comments: _____			
6. Dependability: Follows through with assigned commitments.			
Routinely does not follow through with commitment & assigned duties	Occasionally does not follow through on commitments and assigned duties	Performs all commitments and duties as assigned	Volunteers for extra assignments; helps where needed
Comments: _____			
7. Runs Sheet Status: Run sheets are reviewed for accuracy and reported for corrections.			
Frequently does not review run sheets; causes problem for sub driver on multiple occasions	Occasionally reviews run sheets to ensure accuracy causing problem for sub drivers	Run sheets are consistently up-to-date and accurate	
Comments: _____			
8. Attendance: Displays good attendance habits in performing primary to and from school transportation duties.			
Frequently absent Not dependable	Attendance and dependability could improve	Displays good habits; Dependable	
Comments: _____			

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Overall Rating: Rate the employee on the overall annual performance by marking the appropriate box.

Unacceptable

Needs Improvement

Meets Expectations

Exceptional Performance

Comments to Support Overall Rating:

Areas of Focus/Goals: *

*(Attached Plan of Improvement if Appropriate)

Note: Additional information may be attached. Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report, only that he or she has seen and discussed it with the evaluator and has been provided a copy. Employee may attach statement.

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

Employee Statement Attached: Yes No

Department Administrator Signature: _____

Date: _____

Overall Rating Definitions:

Exceptional Performance: Performance during the current year demonstrates extraordinary effort in significant aspects of the work. Results show achievement of extremely high value.

Meets Expectations: Performance meets the criteria or standards of performance for essentially all aspects of the work. Employee performs the job competently and thoroughly. Results show achievements of high value.

Needs Improvement: Performance meets the criteria or standards of performance for some aspects of the work. However, job objectives are often not met and are generally below expectations or are met with only a minimum level of acceptability. Performance improvement is indicated.

Unacceptable: Performance is below the criteria or standards of performance for almost all aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory. Retention of employee at this level may not be warranted.