

Transportation Dispatcher/Router (PSE) Evaluation

Puyallup School District

Transportation

Employee Name: Last, First, M.I. _____

Department _____

Job Title _____

Evaluation Type: Annual New Hire Other

Evaluator Name _____

Period of Report: Date from: _____ Date to: _____ School Year: _____

General Criteria: Check the appropriate boxes under each of the criteria below. All ratings must be supported by comments.

(1) Reliability: Is dependable and trustworthy; independent worker who requires minimal supervision; Understands the need for and maintains confidentiality; Uses and maintains equipment properly; Makes sound decisions.

Work needs close and regular supervision. Rarely able to work independently. Cannot be depended on to complete work.	Sometimes able to work independently, but work needs more than minimal supervision. More than occasionally, work not done.	Consistently dependable. Performs all duties with minimal supervision. Work completed on time consistently.	Highly dependable. Attends to every detail without supervision. All work completed on time.
Comments:			

(2) Adaptability: Makes adjustments and changes easily to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Works well under stressful conditions.

Has difficulty making adjustments to different conditions.	Sometimes has difficulty making adjustments to conditions.	Accepts new or different conditions; adjusts quickly cooperative.	Highly flexible; can be used effectively in different conditions.
Comments:			

(3) Initiative: Recognizes opportunities to take action appropriately; Self-starter; Has new ideas and makes suggestions for positive change; Willing to take on new challenges.

Negative and/or not interested in job. Not a self-starter and never does more than the basic requirements of the job.	Occasionally lacks optimism and/or lacks interest in some job elements. Occasionally willing to take on a new challenge.	Consistently positive and show high level of interest in job. Sets goals and completes them.	Exceptionally positive; interest in job leads to exceptionally creative and innovative performance. Takes action without being told.
Comments:			

(4) Attendance/Punctuality: Regular attendance and consistently on time; provides sufficient notice for absences and being tardy.

Frequently absent or late not dependable.	Attendance, punctuality, and/or dependability could improve.	Displays good habits; on time and at work. Dependable.
Comments:		

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(5) Organization: Consistently meets deadlines; sets priorities; Good utilization of time; Plans workload effectively.

Disorganization severely effects job functions.

Disorganization sometimes hampers job function.

Keeps work organized; carries out duties effectively and efficiently.

Extremely organized; enhances job function.

Comments:

(6) Professionalism/Teamwork: Effective communication with all (staff, drivers, schools, parents, public), courteous, willing to help, good judgement, work cooperatively with others, 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, willing to accept change, conduct aligns with district norms.

Consistently willing to help other drivers and staff when needed, strong teamwork.

Comments:

(7) Work Production: Consistently accomplishes required amount of work.

Produces at unacceptable level of work.

Produces below what can and should be done.

Produces at expected level.

Produces above level. Extremely high output.

Comments:

(8) Work Knowledge and Skill: Understands all aspects of the job; Possesses knowledge and skills necessary to perform job; Pays attention to details; Understands technical job processes; Uses correct spelling, punctuation and grammar.

Lacks considerable understanding of the principles, concepts and requirements of the job.

Lacks some understanding of the principles, concepts and requirements of the job.

Generally understands the principles, concepts and requirements of the job.

Thoroughly understands the principles, concepts and requirements of the job.

Comments:

(9) Conformance with Standards: Adheres to Federal, State, District, and department policies/regulations and standards; Adheres to safety practices (including Section 18.13 of CBA).

Fails to comply with policies and/or department standards

Sometimes has difficulty complying with policies or department standards.

Consistently adheres to all policies and department standards.

Promotes expectations and standards.

Comments:

(10) Safety & Student Management (when Driving Bus): Exercises proper judgement with regard to student safety. Positive and proactive interactions with students, applies appropriate discipline with consistent follow through.

Does not complete required bus and student safety checks. No monitoring of student behavior. No follow through.

Seldomly completes required bus and student safety checks. Minimal student management. with ineffective results.

Completes required bus and student safety checks. Consistently applies appropriate management.

Exemplary performance beyond required. Engaging, proactive, management.

Comments:

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

Unacceptable
(Unsatisfactory)

Needs Improvement
(Basic)

Meets Expectations
(Proficient)

Exceptional Performance
(Distinguished)

Comments to Support Overall Rating:

Areas of Focus/Goals*

(*Attach 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 they have seen and discussed it with the evaluator and have been provided a copy. Employee may attach statement.

Employee Signature

Date

Evaluator Signature

Date

Employee Statement Attached:

Yes

No

Department Administrator Signature

Date

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Overall Rating Definitions:

The general evaluative criteria are not equally weighted; overall ratings may be negatively impacted by performance that is below criteria in a single area if key aspects of work for the particular position are adversely affected.

Above Expectations (Distinguished): Performance exceeds the criteria or standards of performance for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently and thoroughly, including extra or unique tasks assigned. Results show achievements of extremely high value.

Meets Expectations (Proficient): Performance meets the criteria or standards of performance of the job.

Needs Improvement (Basic): 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 (Unsatisfactory): Performance is below the criteria or standards of performance for key aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory.