

# PSD Evaluation

## Bus Driver Evaluation

### Employee information:

Employee #  Employee Name

Employee Department  Employee Job Title

### Evaluator information:

Evaluator Name

### Evaluation information:

Date From  Date To  School Year  Eval Type

### Overall Rating Definitions:

Unsatisfactory	Basic	Proficient	Distinguished
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.	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.	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.	Performance during the current year demonstrates extraordinary effort in significant aspects of the work. Results show achievement of extremely high value.

### Additional Information:

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

### Criterion 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

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
<b>Criterion 1: Overall Score</b>	Has been involved in more than two driver caused accidents, seldom completes required bus and student safety checks. <input type="checkbox"/>	Has been involved in two or less driver caused accidents, does not complete required bus and student safety checks. <input type="checkbox"/>	Fully complies with specified requirements for safety; no driver caused accidents, complete required bus & student safety checks <input type="checkbox"/>	Exemplary performance beyond required standards <input type="checkbox"/>

Comments:

### Criterion 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.

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
<b>Criterion 2: Overall Score</b>	No monitoring of student behavior, no follow-through, disrespectful interaction with students, school staff, etc. <input type="checkbox"/>	Minimal student management with ineffective results, does not seek staff assistance, inconsistent follow-through <input type="checkbox"/>	Consistently applies appropriate student management with follow-through, respectfully interact with students <input type="checkbox"/>	Engaging, proactive, sensitive to student needs <input type="checkbox"/>

Comments:

### Criterion 3: Professionalism

Effective communication with all (staff, drivers, schools, parents, public), courteous, willing to help, good judgement, teamwork, etc.

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
<b>Criterion 3: Overall Score</b>	Consistently exercises poor judgement and inappropriate interactions, shows no willingness to help when needed; confrontational <input type="checkbox"/>	Occasionally exercises poor judgement, uses inappropriate language and tone, shows little willingness to help when needed <input type="checkbox"/>	Positive, cooperative, respectful, flexible, willingness to accept change, conduct aligns with district standards and norms <input type="checkbox"/>	Consistently willing to help other drivers & staff when needed, strong teamwork <input type="checkbox"/>

Comments:

### Criterion 4: Cleanliness & Condition of Bus

Keeps interior and exterior of bus clean including floors swept, garbage emptied, interior windows clean, etc.

Criterion 4	Unsatisfactory	Basic	Proficient
<b>Criterion 4: Overall Score</b>	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.  <input type="checkbox"/>	Occasionally does not clean bus as specified; un-swept floors, trash can is not emptied, visible dirt on bus  <input type="checkbox"/>	Actively seeks to keep interior and exterior of bus clean in all specified areas  <input type="checkbox"/>

Comments:

### Criterion 5: Punctuality

Displays consistent habit of on time arrival for work schedules, field trips, meetings, etc.

Criterion 5	Unsatisfactory	Basic	Proficient
<b>Criterion 5: Overall Score</b>	Frequently late to work and tardiness causes adverse operational impact, undependable  <input type="checkbox"/>	Occasionally arrives late for work and/or field trips, arrival time impedes operations  <input type="checkbox"/>	Displays good habits; on time and at work, consistently, highly dependable  <input type="checkbox"/>

Comments:

### Criterion 6: Dependability

Follows through with assigned commitments

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
<b>Criterion 6: Overall Score</b>	Routinely does not follow through with commitment & assigned duties  <input type="checkbox"/>	Occasionally does not follow through on commitments and assigned duties  <input type="checkbox"/>	Performs all commitments and duties as assigned  <input type="checkbox"/>	Volunteers for extra assignments; helps where needed  <input type="checkbox"/>

Comments:

### Criterion 7: Runs Sheet Status

Run sheets are reviewed for accuracy and reported for corrections.

Criterion 7	Unsatisfactory	Basic	Proficient
<b>Criterion 7: Overall Score</b>	Frequently does not review run sheets; causes problem for sub driver on multiple occasions <input type="checkbox"/>	Occasionally reviews run sheets to ensure accuracy causing problem for sub drivers <input type="checkbox"/>	Run sheets are consistently up-to-date and accurate <input type="checkbox"/>

Comments:

### Criterion 8: Attendance

Displays good attendance habits in performing primary to and from school transportation duties.

Criterion 8	Unsatisfactory	Basic	Proficient
<b>Criterion 8: Overall Score</b>	Frequently absent Not dependable <input type="checkbox"/>	Attendance and dependability could improve <input type="checkbox"/>	Displays good habits; Dependable <input type="checkbox"/>

Comments:

### Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 2: Student Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 3: Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 4: Cleanliness & Condition of Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 5: Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 6: Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 7: Runs Sheet Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 8: Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall Evaluation Score</b>	_____			
	Score Range: 8 to 11	Score Range: 12 to 19	Score Range: 20 to 27	Score Range: 28 to 32

### Comments to Support Overall Rating:

### Areas of Focus/Goals:

This evaluation has been reviewed with employee.

Date reviewed with employee

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**Signatures:**

Evaluator Signature

Employee Signature

Not signed yet