

# PSD Evaluation

## Dispatcher/Router 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 key aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory.	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 of the job.	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.

### 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: 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.

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 1: Overall Score	Work needs close and regular supervision. Rarely able to work independently. Cannot be depended on to complete work. <input type="checkbox"/>	Sometimes able to work independently, but work needs more than minimal supervision. More than occasionally, work not done. <input type="checkbox"/>	Consistently dependable. Performs all duties with minimal supervision. Work completed on time consistently. <input type="checkbox"/>	Highly dependable. Attends to every detail without supervision. All work completed on time. <input type="checkbox"/>

Comments:

### Criterion 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.

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 2: Overall Score	Has difficulty making adjustments to different conditions. <input type="checkbox"/>	Sometimes has difficulty making adjustments to conditions. <input type="checkbox"/>	Accepts new or different conditions; adjusts quickly cooperative. <input type="checkbox"/>	Highly flexible; can be used effectively in different conditions. <input type="checkbox"/>

Comments:

### Criterion 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.

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Overall Score	Negative and/or not interested in job. Not a self-starter and never does more than the basic requirements of the job. <input type="checkbox"/>	Occasionally lacks optimism and/or lacks interest in some job elements. Occasionally willing to take on a new challenge. <input type="checkbox"/>	Consistently positive and shows high level of interest in job. Sets goals and completes them. <input type="checkbox"/>	Exceptionally positive; interest in job leads to exceptionally creative and innovative performance. Takes action without being told. <input type="checkbox"/>

Comments:

### Criterion 4: Attendance/Punctuality

Regular attendance and consistently on time; provides sufficient notice for absences and being tardy.

Criterion 4	Unsatisfactory	Basic	Proficient
Criterion 4: Overall Score	Frequently absent or late not dependable. <input type="checkbox"/>	Attendance, punctuality, and/or dependability could improve. <input type="checkbox"/>	Displays good habits; on time and at work. Dependable. <input type="checkbox"/>

Comments:

### Criterion 5: Organization

Consistently meets deadlines; sets priorities; Good utilization of time; Plans workload effectively.

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Overall Score	Disorganization severely effects job functions. <input type="checkbox"/>	Disorganization sometimes hampers job function. <input type="checkbox"/>	Keeps work organized; carries out duties effectively and efficiently. <input type="checkbox"/>	Extremely organized; enhances job function. <input type="checkbox"/>

Comments:

### Criterion 6: Professionalism/Teamwork

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

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 6: Overall Score	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, willing to accept change, conduct aligns with district norms. <input type="checkbox"/>	Consistently willing to help other drivers and staff when needed, strong teamwork. <input type="checkbox"/>

Comments:

### Criterion 7: Work Production

Consistently accomplishes required amount of work.

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Overall Score	Produces at unacceptable level of work. <input type="checkbox"/>	Produces below what can and should be done. <input type="checkbox"/>	Produces at expected level. <input type="checkbox"/>	Produces above level. Extremely high output. <input type="checkbox"/>

Comments:

### Criterion 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.

Criterion 8	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 8: Overall Score	Lacks considerable understanding of the principles, concepts and requirements of the job. <input type="checkbox"/>	Lacks some understanding of the principles, concepts and requirements of the job. <input type="checkbox"/>	Generally understands the principles, concepts and requirements of the job. <input type="checkbox"/>	Thoroughly understands the principles, concepts and requirements of the job. <input type="checkbox"/>

Comments:

### Criterion 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).

Criterion 9	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 9: Overall Score	Fails to comply with policies and/or department standards <input type="checkbox"/>	Sometimes has difficulty complying with policies or department standards. <input type="checkbox"/>	Consistently adheres to all policies and department standards. <input type="checkbox"/>	Promotes expectations and standards. <input type="checkbox"/>

Comments:

### Criterion 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.

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score	Does not complete required bus and student safety checks. No monitoring of student behavior. No follow through. <input type="checkbox"/>	Seldomly completes required bus and student safety checks. Minimal student management with ineffective results. <input type="checkbox"/>	Completes required bus and student safety checks. Consistently applies appropriate management. <input type="checkbox"/>	Exemplary performance beyond required. Engaging, proactive, management. <input type="checkbox"/>

Comments:

### Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 2: Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 3: Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 4: Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 5: Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 6: Professionalism/Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 7: Work Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 8: Work Knowledge and Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 9: Conformance with Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 10: Safety & Student Management (when Driving Bus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Evaluation Score</b>	_____			
	Score Range: 10 to 14	Score Range: 15 to 24	Score Range: 25 to 34	Score Range: 35 to 40

Comments to Support Overall Rating:

Areas of Focus/Goals:

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This evaluation has been reviewed with employee.

▼

Date reviewed with employee

mm/dd/yyyy

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Signatures:

Evaluator Signature

Not signed yet

Employee Signature

Not signed yet