

Bamberg School District Two

School Bus Driver Evaluation

Driver: _____

___ Annual ___ Probationary ___ Other

Supervisor(s): _____

Date: _____

Dependability: (Degree to which the driver can be depended upon to perform duties in a timely manner and on schedule, regular and punctual).

___ Duties not performed in a timely manner. Attendance erratic or often late to work.

___ Duties sometimes performed in a timely manner. Some attendance or punctuality issues.

___ Duties performed in a timely manner. Regular attendance. Consistently punctual.

___ Not observed. Unable to evaluate at this time.

Comments: _____

Relationships with co-workers/supervisors: (Teamwork, cooperation, tact, courtesy, respectful, and respected. Ability to work with others. Respond to supervision in a positive constructive manner).

___ Lack of teamwork evidenced. Little tact. Incidents where driver is not courteous to co-workers. Responses to supervision is negative, defensive and even hostile.

___ Teamwork evidenced. May be courteous to co-workers. Difficulty accepting constructive supervision, often defensive/negative.

___ Team player. Courteous, Tactful. Accepts constructive supervision in a positive manner.

___ Not observed. Unable to evaluate at this time.

Comments: _____

Student Management: (Manages students in a positive and constructive manner. Is fair and consistent yet firm especially as it relates to safety)

___ Little interaction with students. Bus is noisy, students frequently out of seat. Load and unload is chaotic, operation safety is questionable.

___ Some interaction with students. Bus is moderately well managed. Frequent referrals-management is acceptable and creates a condition for safe operation.

___ Greets students positively and proactively. Bus behavior is well managed. There are few referrals. Those needed are managed well.

___ Not observed. Unable to evaluate at this time.

Comments: _____

Initiative: (Strives to improve the work environment for self and others (e.g. picks up trash, does not gossip about colleagues or others). (Performs additional task/duties when assigned work is complete)

___ Completes only the minimum required for driver. No evidence of work environment improvement.

___ Few opportunities to observe. Some evidence of additional work/duties accomplished.

___ Consistent evidence of efforts to improve the work environment/conditions. Goes beyond regular tasks/duties.

___ Not observed. Unable to evaluate at this time.

Comments: _____

Customer Service: (Recall customer feedback given. Consistently strives to provide friendly, efficient service to students, parents and staff, makes a difference for students. Frequently given accolades by customers)

Students:

- Customer service is not delivered in a friendly manner. Frequent complaints/concerns are voiced.
- Efficient service. Few if any customer complaints or comments.
- Customers report consistent efficient service delivered in a friendly manner. Frequent accolades given by customers.
- Not observed. Unable to evaluate at this time.

Parents/Public:

- Customer service is not delivered in a friendly manner. Frequent complaints/concerns are voiced.
- Efficient service. Few if any customer complaints or comments.
- Customers report consistent efficient service delivered in a friendly manner. Frequent accolades given by customers.
- Not observed. Unable to evaluate at this time.

Staff:

- Customer service is not delivered in a friendly manner. Frequent complaints/concerns are voiced.
- Efficient service. Few if any customer complaints or comments.
- Customers report consistent efficient service delivered in a friendly manner. Frequent accolades given by customers.
- Not observed. Unable to evaluate at this time.

Comments: _____

Safety Practices: (Follows safe practices on the bus, in the yard, shop and office)

- Often forgets or disregards safety practices. Needs reminders from supervisors and other drivers. Frequent near misses/incidents with bus and personally.
- Pays some attention to safety on the bus and in the yard, shop and office. Takes some precaution for personal safety.
- Consistently follows safety practices no matter where they are – bus, yard, shop or office. Takes precaution for personal safety.
- Not observed. Unable to evaluate at this time.

Comments: _____

Operations: Performs route/trip as per protocols and instructions. Submits paperwork on time in an accurate, honest and prescribed manner. Keeps equipment clean and reports service needs in a timely manner to avoid problems)

- Route/trip protocols not adhered to. Paperwork not submitted on time or inaccurate or not as prescribed. Equipment not clean or maintained as scheduled.
- Route/trip performed as per instructions. Equipment is not consistently maintained or cleaned. Paperwork is often late, inaccurate or not as prescribed.
- route/trip performed as per instructions. Equipment cleaned and maintained appropriately. Paperwork is on time, accurate and as prescribed.
- Not observed. Unable to evaluate at this time.

Comments: _____

Attire: (Clothing and footwear are appropriate, and allow for safe operation of the bus. Personal appearance is neat)

___ Clothing/footwear are not appropriate or do not permit safe operation of bus.

___ Clothing and footwear are acceptable and allow for safe operation of bus.

___ Clothing and footwear are clean and appropriate and permit safe operation of bus.

___ Not observed. Unable to evaluate at this time.

Comments: _____

My signature acknowledges receipt of this evaluation summary and does not confirm agreement. I understand I may submit a written response to this evaluation summary.

Employee Signature

Date

Supervisor Signature

Date