

Performance Evaluation - Bus Driver

(updated 2010)

Circle: Probationary (new hire/reclass) Year End Evaluation Special (Pre-prob/PIP/transfer)

Name:		Prog Year:	
Time In Position	<input type="checkbox"/> 0-1 year	<input type="checkbox"/> 2-5 years	<input type="checkbox"/> 6-10 year <input type="checkbox"/> 11-15 years <input type="checkbox"/> 16+ years
Site		Region	
		Supervisor	

PERFORMANCE RATINGS: Use whole numbers only except for last overall rating where you may use decimals, i.e. 3.2 etc.)

0 = Unacceptable – Demonstrates unacceptable skill and/or knowledge associated with the indicator.

1 = Limited – Demonstrates insufficient skills and/or incomplete knowledge associated with the indicator.

2 = Satisfactory – Demonstrates some skills and developing knowledge associated with the indicator.

3 = Strong – Demonstrates very good skills and solid knowledge associated with the indicator.

******* Support any rankings of 0 or 1 with specifics and evidence*******

*****Universal Job Expectations*****		
Skill Indicator	Rating	Supporting Evidence/Comments
1. Support of Program and Its Goals		
Is able to articulate the philosophy, mission and goals of Head Start of Lane County to families and community members/partners. Supports program improvement and development.		
2. Quality and Volume of Work		
Is accurate, neat, attentive to detail, follows procedures/policies. Demonstrates consistent work output, honors commitments, is flexible and is willing to put in extra effort.		
3. Dependability		
Demonstrates consistent attendance, punctuality and reliability. Receives approvals and gives appropriate notice for schedule changes, absences, leaves, additional hours/overtime etc		

4. Organizational Abilities		
Organizes time and priorities effectively, meets deadlines, uses time efficiently and coordinates with others, including consulting with supervisor when workloads/priorities need adjustments.		
5. Motivation/Self Monitoring/Judgment		
Is committed to job, energetic, demonstrates positive attitude and enthusiasm. Controls emotions and is able to remain calm and effective in stressful situations. Adapts to change in an effective manner, is willing to try new things. Is able to effectively resolve conflicts with staff, families and others. Uses good judgment, makes sound decisions and takes appropriate action.		
6. Internal/External Relationships		
Maintains good relationships with team, supervisor, other staff and families. Works effectively and harmoniously in a team environment. Is willing to help others.		
7. Communication		
Communications, both verbal and written are clear, and use good grammar and spelling. Ensures that all communication is respectful, tactful, purposeful and non-judgmental. Accepts and gives feedback in a positive and productive manner. Demonstrates effective listening skills, being respectful of others opinions, positions and beliefs. Demonstrates appropriate and efficient computer/technology skills and use.		
8. Cultural Competency		
Employs a culturally competent and flexible approach with staff and families from various cultural backgrounds (race, country of origin, religious beliefs, economic status, family structure etc.), by being sensitive to, acknowledging, accepting and accommodating differences.		
9. Professionalism		
Ensures family and staff confidentiality by limiting conversations about them. Maintains safety of confidential information by not leaving papers, files, electronic data accessible to others. Maintains professional boundaries in relationships with staff and families by distinguishing between others needs and one's own, guarding against abuse of power/position, sexual misconduct, and use of inappropriate language.		
10. Hygiene and Safety		
Wears clothing, accessories and footwear that is appropriate to position and tasks. Assures appropriate personal hygiene, (no offensive body/breath odors, perfumes etc.). Uses safe work practices, anticipates unsafe conditions and takes appropriate action to report unsafe conditions.		

*** List each category from job description begin with number 11. Rate each category (whole number only)**

11. Driving & Safety (85%)		
<ul style="list-style-type: none"> • Transport children to and from Head Start centers efficiently and safely. • Ensure that all passengers wear seat belts or are placed in appropriate (age or weight) car seats and belted in. • Ensure that any behavioral issues do not compromise the safety of any child on the bus. • Perform daily sign on & sign off sheets, accounting by name all children getting on and off the bus. • Ensure that each child is delivered to the care of a responsible adult upon leaving bus (on the authorized list). • Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind. • Visually observe the health of each child on the bus. • Coordinate the paperwork flow between homes and Head Start sites. • Continuous collaboration with site staff , families and transportation manager to design efficient bus routes, mail/message deliveries and staffings. 		
12. Maintenance (10%)		
<ul style="list-style-type: none"> • Perform a complete visual safety check of each bus driven on a daily basis, completing daily pre and post trip checklists. • Keep interior of bus clean daily, and bus exterior as needed. • Report any needed repairs, and deliver bus to repair site. • Record mileage and gas. 		
13. Minor Job Responsibilities (5%)		
<ul style="list-style-type: none"> • Pick up supplies as needed. • Other duties as requested. 		
Overall Rating, (add up shaded ratings only and divide by total number of shaded ratings,average may contain decimal (rounded to the nearest hundredth, ex. 2.75)		**This average will be posted to staff database.

Review Profile to see if certifications are still required.

Required certifications for position have been provided/renewed at this time.

Yes

No

If "No" staff person will be required to contact HR to make arrangements to comply. In certain instances there may be a consequence for non-compliance.

Overall Summary of Evaluation: (if a probationary review give recommendations for continued employment.

Employee Feedback & Comments:

Approval Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____

- Attach professional growth plan
- Copy to employee
- Copy to supervisor working file
- Original to HR
- Do not return training rosters
- Review employee profile for renewal dates for various certifications.