Bus Driver Performance Appraisal

Name _____ Evaluation period _____

Position _____ Department/campus _____

Evaluator _____ Title _____

Rating Scale:			
	E	Exceeds expectations	Performance exceeds expectations
	P	Proficient	Performance meets expectations
	I	Needs improvement	Performance does not meet expectations, but pass
	N/A	Not applicable	Performance is not expected
	U	Unsatisfactory	Performance not accepted

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills					
1. Works cooperatively with others	E	P	I	N/A	U
2. Participates in meetings, training, and special events	E	P	I	N/A	U
3. Follows oral and written instructions from supervisor	E	P	I	N/A	U
4. Follows district policies and procedures	E	P	I	N/A	U
5. Provides safety and security for self and others	E	P	I	N/A	U
6. Completes assignments on time and accurately	E	P	I	N/A	U
7. Follows attendance and punctuality rules	E	P	I	N/A	U
8. Demonstrates appropriate job knowledge	E	P	I	N/A	U
9. Maintains neat and orderly work area	E	P	I	N/A	U
10. Uses, maintains, and stores work material properly	E	P	I	N/A	U
11. Identifies and responds to problems effectively	E	P	I	N/A	U
12. Communicates effectively	E	P	I	N/A	U

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Specialized skills					
1. Manages student behavior problems appropriately	E	P	I	N/A	U
2. Daily completes bus safety maintenance checks properly	E	P	I	N/A	U
3. Follows bus route schedules	E	P	I	N/A	U
4. Keeps bus clean	E	P	I	N/A	U
5. Uniform dress, cleanliness, personal appearance, proper foot wear	E	P	I	N/A	U
6. Job attitude, respect co-workers and students	E	P	I	N/A	U
7. Professionalism, do not associate in a personal matter with students at any time, and personal matter with co-workers during working hours	E	P	I	N/A	U
8. No smoking on school premises, or vehicles	E	P	I	N/A	U
9. No loitering in buses, garage, or parking area	E	P	I	N/A	U
10. Driver reports all accidents to immediate Supervisor	E	P	I	N/A	U
11. Driver assumes any and all duties, which may be assigned by the Director, Supervisor, or other district administrators. School fieldtrips, functions	E	P	I	N/A	U

General comments

Overall performance rating (check one)

☐ Exceeds expectations ☐ Proficient ☐ Needs improvement ☐ Unsatisfactory

Do you recommend this employee for continued employment? ☐ Yes ☐ No

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date

Evaluator signature Date

Reviewer signature Date