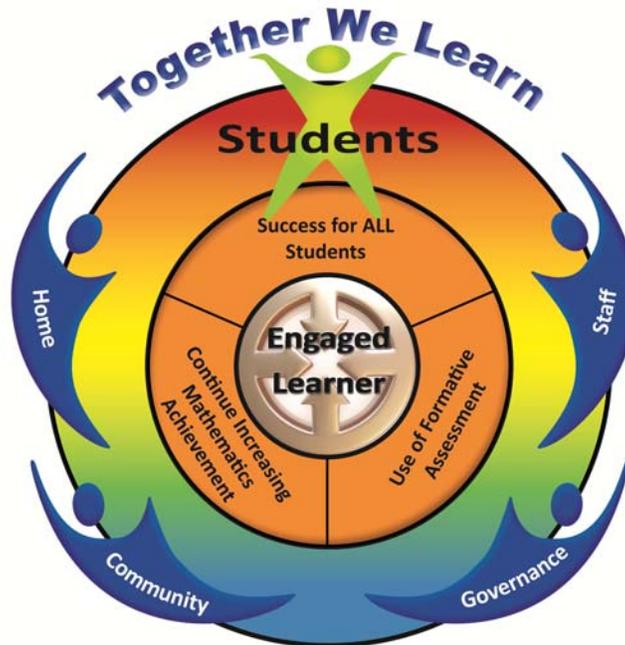




BUS DRIVER PERFORMANCE EVALUATION

Bus Drivers serve an important role in the establishment and maintenance of an environment conducive to student learning. Bus Drivers have a responsibility to be involved in a continuous process of growth and personal development.



Bus Driver Evaluation

The Director of Facilities & Transportation, or designate, shall conduct an evaluation of each Bus Driver. An evaluation shall be conducted:

- For purposes of gathering information related to a specific employment decision: probationary (a formal evaluation must be completed prior to the end of the probationary period) and scheduled (every 3 years);
- When, on the basis of information received through supervision, the Director of Transportation or designate has reason to believe that the quality of work is unacceptable when measured against the job description;
- Upon written request of the staff member.

Performance Evaluation Process

This performance evaluation process consists of the following tools:

1. Driver to complete a Transportation Assessment and a Self Evaluation form.
2. The Director of Facilities & Transportation or designate will formally discuss the Transportation Assessment and the Self Evaluation form with the Driver.
3. Bus Driver Performance Evaluation to be completed by the Director of Facilities &
4. Transportation or designate and forwarded to Human Resources. Other documents to be retained in the driver file at Transportation.

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DEMONSTRATES PROFICIENCY IN AREA OF RESPONSIBILITY

Please mark a "x" in the rating scale: **1 =Low** **4 = High**

	Rating Scale			
	1	2	3	4
1. Understands Pembina Hills Division policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Complies with Government Regulations, NSC and Highway Traffic Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Performs daily pre-trip inspection of the school bus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Responds to Supervisor's directions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reviews route plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Completes necessary paperwork daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Keeps bus interior and exterior clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintains bus run schedule on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEMONSTRATES COMMITMENT TO SAFETY

Please mark a "x" in the rating scale: **1 =Low** **4 = High**

	Rating Scale			
	1	2	3	4
1. Ensures student safety is a first priority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Operates the bus in a safe and caring manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Analyzes bus mechanical problems and responds appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Operates the bus with good judgement in adverse conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Confident in own personal skills as a driver.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reports unsafe conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



STUDENT DISCIPLINE

Please mark a "x" in the rating scale: **1 =Low** **4 = High**

	Rating Scale			
	1	2	3	4
1. Courteous and respectful to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Informs students and parents of bus rules and expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Enforces rules consistently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains good student behaviour on the bus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows discipline procedures as outlined in their yellow binder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reports to Principal or Supervisor on the progress of discipline issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Communicates effectively with parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communicates effectively with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISPLAYS COMMITMENT TO LIFE LONG LEARNING

Please mark a "x" in the rating scale: **1 =Low** **4 = High**

	Rating Scale			
	1	2	3	4
1. Applies learned knowledge from professional development inservices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Learns new skills effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts new challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL ATTRIBUTES

Please mark a "x" in the rating scale: **1 =Low** **4 = High**

	Rating Scale			
	1	2	3	4
1. Participates in professional development activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contributes to organizational / department goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Commits to doing the best job possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promotes positive community relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Displays a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Respects confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates professional conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Keeps absences within guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Presents professional appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**BUS DRIVER
SUPPORT SERVICES
PERFORMANCE EVALUATION**

SUMMARY COMMENTS
SUPERVISOR'S COMMENTS
EMPLOYEE'S COMMENTS

GOAL

I have discussed this evaluation with my Supervisor and have received a copy of the original document.

Date

Employee's Signature

Date

Supervisor's Signature

~~ The original evaluation will be placed in your personnel file. ~~

