



## SCHOOL BUS DRIVER EVALUATION

Salem-Keizer School District  
Transportation Department  
998 Hawthorne Avenue NE  
Salem, OR 97301-2837  
503-399-3100

Driver: \_\_\_\_\_ ☐ Permanent ☐ Probationary ☐ Other \_\_\_\_\_

\*Pre-trip Assessment: Observation Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Day (circle) AM / PM

\*Driving Skills/Student Management Assessment: Observation Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Day (circle) AM / PM

\*See attached School Bus Driver Assessment.

ODE Points \_\_\_\_\_ as of \_\_\_\_/\_\_\_\_/\_\_\_\_

*ODE points 20 pts = Cautionary Warning*

*31 pts = School Bus Driver Certificate revoked; unable to work as a school bus driver in Oregon*

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

<input type="checkbox"/> Duties not performed in timely manner. Attendance erratic or often late for work.	<input type="checkbox"/> Duties sometimes performed in timely manner. Some attendance or punctuality issues.	<input type="checkbox"/> Duties performed in timely manner. Regular attendance. Consistently punctual.
<input type="checkbox"/> 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).

<input type="checkbox"/> Lack of teamwork evidenced. Little tact. Incidents where driver is not courteous to co-workers. Responses to supervision is negative, defensive and even hostile.	<input type="checkbox"/> Teamwork evidenced. May be courteous to co-workers. Difficulty accepting constructive supervision, often defensive/negative.	<input type="checkbox"/> Team player. Courteous. Tactful. Accepts constructive supervision in a positive manner.
<input type="checkbox"/> 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)

<input type="checkbox"/> Little interaction with students. Bus is noisy, students frequently out of seat. Load and unload is chaotic, operation safety is questionable.	<input type="checkbox"/> Some interaction with students. Bus is moderately well managed. Frequent referrals – management is acceptable and creates a condition for safe operation.	<input type="checkbox"/> Greets students positively and proactively. Bus behavior is well managed. There are few referrals. Those needed are managed well.
<input type="checkbox"/> 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 tasks/duties when assigned work is complete)

<input type="checkbox"/> Completes only the minimum required for driver. No evidence of work environment improvement.	<input type="checkbox"/> Few opportunities to observe. Some evidence of additional work/duties accomplished.	<input type="checkbox"/> Consistent evidence of efforts to improve the work environment/ conditions. Goes beyond regular tasks/duties.
<input type="checkbox"/> Not observed. Unable to evaluate at this time.		

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Students

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

Parents / Public

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

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

Staff

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

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

<input type="checkbox"/> Often forgets or disregards safety practices. Needs reminders from supervisors and other drivers. Frequent near misses / incidents with bus and personally.	<input type="checkbox"/> Pays some attention to safety on the bus and in the yard, shop and office. Takes some precaution for personal safety.	<input type="checkbox"/> Consistently follows safety practices no matter where they are – bus, yard, shop or office. Takes precaution for personal safety.
<input type="checkbox"/> 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)

<input type="checkbox"/> Route/trip protocols not adhered to. Paperwork not submitted on time or inaccurate or not as prescribed. Equipment not clean or maintained as scheduled.	<input type="checkbox"/> Route/trip partially performed as per instructions. Equipment is not consistently maintained or cleaned. Paperwork is often late, inaccurate or not as prescribed.	<input type="checkbox"/> Route/trip performed as per instructions. Equipment cleaned and maintained appropriately. Paperwork is on time, accurate and as prescribed.
<input type="checkbox"/> Not observed. Unable to evaluate at this time.		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

<input type="checkbox"/> Clothing/footwear are not appropriate or clean or do not permit safe operation of bus. Personal appearance is unkempt.	<input type="checkbox"/> Clothing and footwear are clean, acceptable and allow for safe operation of bus. Personal appearance is inconsistent.	<input type="checkbox"/> Clothing and footwear are clean and appropriate and permit safe operation of bus. Personal appearance is neat and professional.
<input type="checkbox"/> Not observed. Unable to evaluate at this time.		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Leadership:** (Inspires and motivates others, enthusiastic and willing to work toward a common goal. Originates ideas and gets positive things started. Trains and works with others.)

<input type="checkbox"/> Negative, not motivational. Unwilling to be in leadership role.	<input type="checkbox"/> Good leadership potential or no opportunity to observe or assess.	<input type="checkbox"/> Exhibits leadership and is regarded by peers as a leader.
<input type="checkbox"/> Not observed. Unable to evaluate at this time.		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bus Driver Assessment (Form TRN-F047):**

<input type="checkbox"/> Not observed	<input type="checkbox"/> Completed      Date _____
---------------------------------------	--

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