

**VEHICLE MECHANIC HELPER
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

General Duties

- ____ 1. Washes and performs maintenance on all buses and district vehicles.
- ____ 2. Conducts safety and operational inspection on buses and district vehicles.
- ____ 3. Maintains vehicles in clean and safe operation conditions.
- ____ 4. Services all vehicles and buses with gas and oil, and checks tires and batteries periodically.
- ____ 5. Maintains records and check fuel tanks in vehicles.
- ____ 6. Repairs flats
- ____ 7. Operates hydraulic lift jacks.
- ____ 8. Cleans and sweeps shop areas.
- ____ 9. Assists mechanics in lifting heavy parts.

COMMENTS: _____

