

**SECRETARY, TRANSPORTATION  
Summative Appraisal Form**

Name \_\_\_\_\_ 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**

**Records, Reports, and Correspondence**

- \_\_\_\_\_ 1. Prepares correspondence, memorandums, forms, and reports for transportation office.
- \_\_\_\_\_ 2. Receives and processes and document all work orders.
- \_\_\_\_\_ 3. Compiles pertinent data to prepare various required state and local reports.
- \_\_\_\_\_ 4. Maintains physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.
- \_\_\_\_\_ 5. Keep up-to-date files for all department employees.
- \_\_\_\_\_ 6. Coordinates Drug Testing and or Physicals for all drivers weekly, monthly and annually as required to comply with local, and state laws.
- \_\_\_\_\_ 7. Does monthly gas reports and upkeep gas information.
- \_\_\_\_\_ 8. Prepares and assists with documentation to complete TEA reports for Transportation Director.
- \_\_\_\_\_ 9. Coordinates all paperwork and bus services for the CTE Program.
- \_\_\_\_\_ 10. Coordinates all in and out of town trips for our vans and buses.

- \_\_\_\_\_ 11. Coordinates with Charter Bus Companies and sponsors, to get quotes and reserve buses for all out of town trips.
- \_\_\_\_\_ 12. Coordinate with Mechanics to make sure all buses and department fleet is ready for all out of town trips.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Phones**

- \_\_\_\_\_ 13. Answers incoming calls, takes messages, and routes them to appropriate staff; handles questions and requests that fall within level of responsibility.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Accounting.**

- \_\_\_\_\_ 14. Assist with preparation of purchase orders and payment authorizations.
- \_\_\_\_\_ 15. Compile and report time records on employees.
- \_\_\_\_\_ 16. Calculate trip tickets for payment to route drivers and extracurricular drivers and bill appropriate department or campus
- \_\_\_\_\_ 17. Inputs student and staff ridership information in computer.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_\_ 18. Welcomes all visitors and handles their requests or refers them to appropriate personnel.
- \_\_\_\_\_ 19. Maintains effective rapport with general public and handles any problems or concerns in a prompt and courteous manner.
- \_\_\_\_\_ 20. Exhibits punctuality and dependability in the workplace.
- \_\_\_\_\_ 21. Performs other duties as assigned by supervisor.
- \_\_\_\_\_ 22. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

