

**TRANSPORTATION DIRECTOR
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

Routes and Schedule

- ____ 1. Prepares and updates bus routes and schedules for all schools in district and develops plan to meet future transportation needs.
- ____ 2. Coordinates transportation for extracurricular activities and special programs including in-town and out-of-town travel. In addition, coordinates all district charter requests.
- ____ 3. Responds to after-hours emergency calls as needed.
- ____ 4. Notifies bus drivers, schools, and public of any changes in bus routes and schedules.

COMMENTS: _____

Policy, Reports, and Laws

- ____ 5. Implements federal and state law, State Board of Education rule, and board policy in transportation area.
- ____ 6. Compiles, maintains, files, and presents all physical and computerized reports, records, and other documents required in transportation area. In addition, organizes and submits all documents related to district travel.
- ____ 7. Implements district's student discipline policies and communicates to students expected behavior when using district transportation.

- ____ 8. Enforces safety standards that conform with state, federal, and insurance regulations and develops a program of preventive safety.
- ____ 9. Develops training options and improvement plans to ensure exemplary operation of transportation department.
- ____ 10. Complies with applicable personnel policies.
- ____ 11. Prepares data necessary to process transportation payroll.

COMMENTS: _____

Vehicle Maintenance and Repair

- ____ 12. Directs repair of all district-owned vehicles and oversees plans for preventive maintenance.
- ____ 13. Processes vehicle repair requests and prioritizes work orders. Contracts for services that cannot be performed in shop. In addition, supervises accurate and updated records of preventive maintenance.
- ____ 14. Monitors fuel deliveries, distribution, vehicle repair requests, work orders, and contracted work.

COMMENTS: _____

Budget and Inventory

- ____ 15. Compiles budgets and cost estimates based on documented program needs.
- ____ 16. Administers transportation budget and ensures that programs are cost-effective and that funds are managed wisely.
- ____ 17. Initiates purchases and bids in accordance with budgetary limitations and district policies.
- ____ 18. Maintains current inventory of supplies and parts to avoid ordering delays.
- ____ 19. Approves and forwards invoices and purchase orders for the transportation department to the Chief Human Resources Officer.
- ____ 20. Recommends disposal of worn out vehicles and equipment. Recommends purchase of vehicles as necessary.

COMMENTS: _____

Student Management

- ____ 21. Reviews student behavior reports with campus leadership and drivers on disciplinary issues.
- ____ 22. Enforces student discipline and suspension of riding privileges for any student who violates rules and regulations, in collaboration with campus leadership.

COMMENTS: _____

Personnel

- ____ 23. Assigns bus drivers to routes and finds substitutes as needed.
- ____ 24. Recruits, trains, supervises and evaluates all transportation personnel and makes sound recommendations about placement, assignment, retention, discipline, and dismissal.
- ____ 25. Prepares, processes, and maintains all documents required to verify safety certification and alcohol and drug testing of bus drivers.
- ____ 26. Prepares, reviews, and revises transportation department job descriptions.
- ____ 27. Evaluates employee job performance to ensure effectiveness.

COMMENTS: _____

Safety

- ____ 28. Advises administration about inclement weather conditions that may result in the closing of schools or road hazards, in collaboration with the Chief of Police.
- ____ 29. Gathers information in investigations of school bus accidents and student safety violations.
- ____ 30. Organizes and conducts training programs to promote a safe work environment.
- ____ 31. Ensures that transportation equipment is in excellent operating condition.
- ____ 32. Performs disaster duty as needed (hurricanes, earthquakes, blizzards, etc.).

COMMENTS: _____

Other

- ____ 33. Maintains accurate record of time and materials required to perform repairs and services.
- ____ 34. Attends and makes presentations at conferences and school board meetings to discuss innovations and problems in transportation.
- ____ 35. Attends professional growth activities to keep abreast of innovative techniques in transportation.
- ____ 36. Maintains good rapport with parents and community.
- ____ 37. Exhibits punctuality and dependability in the workplace.
- ____ 38. Performs other duties as assigned by supervisor.
- ____ 39. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____ 40. Supervises and evaluates performance of mechanics, route coordinators, bus drivers, bus monitors and transportation secretaries.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator (Signature)

Date

Employee's Signature

Date