

**COORDINATOR, 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

Fiscal Management

- ___1. Supervises mechanics in the use of diagnostic equipment to evaluate mechanical problems in vehicles.
- ___2. Supervises mechanical repairs.
- ___3. Supervises best practices in completing mechanical repairs.
- ___4. Supervises accurate and updated records of preventive maintenance.
- ___5. Supervises the process of preventive maintenance and visual inspections to mechanic and mechanic helpers.
- ___6. Administers and updates bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
- ___7. Schedules transportation for extracurricular activities and special programs.
- ___8. Manages after-hours emergency calls as needed.
- ___9. Manages the implementation of federal and state law, State Board of Education rule, and board policy in transportation.

- ___10. Supervises established safety procedures and techniques to perform job duties including lifting, climbing, operation of tools, equipment, and machinery.

COMMENTS: _____

Policy, Reports, and Laws

- ___11. Supervises appropriate files for physicals, computerized reports, records, and other documents required in transportation and mechanic shop.
- ___12. Supervises the safety standards that conform with state, federal, and insurance regulations and develop a preventive safety program.
- ___13. Manages training options.

COMMENTS: _____

Vehicle Maintenance and Repair

- ___15. Manages the preventive maintenance plans for all district-owned vehicles.
- ___16. Manages fuel deliveries, distribution, vehicle repair requests, work orders, and contracted work.

COMMENTS: _____

Budget and Inventory

- ___17. Administers budgets and cost estimates based on documented program needs.
- ___18. Administers transportation budget, ensure programs are cost-effective, and manage funds wisely.
- ___19. Administers purchases and bids according with budgetary limitations and district policies.
- ___20. Administers correct inventory of supplies and parts to avoid ordering delays.
- ___21. Administers the disposal of obsolete or worn out vehicles and equipment and recommend purchase of vehicles as necessary.

COMMENTS: _____

Personnel

___22. Prepares, reviews and revises mechanic's job descriptions and evaluate mechanic performance.

___23. Assists director accordingly.

COMMENTS: _____

Safety

___24. Assists director of transportation about inclement weather conditions and road hazards in collaboration with the Emergency Operations Director.

___25. Assists in training programs to promote a safe work environment.

___26. Ensures transportation equipment is in excellent operating condition.

COMMENTS: _____

Supervisory Responsibilities

___27. Supervises and evaluates performance of mechanics.

COMMENTS: _____

Other duties

___28. Maintains accurate record of time and materials required to perform repairs and service.

___29. Works hours as needed.

___30. Exhibits punctuality and dependability in the workplace.

___31. Maintains confidentiality of information.

___32. Attends professional development to keep abreast of innovative techniques in transportation/mechanics.

___33. Maintains good rapport with all stakeholders.

___34. Performs other duties as assigned by supervisor.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

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's Signature

Date

Employee's Signature

Date