

**BUS DRIVER/SPECIAL EDUCATION
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

Vehicle Operation

- ____1. Follows assigned route and adheres to established schedules.
- ____2. Drives bus to and from extracurricular activity trips in and out of town.
- ____3. Checks bus for mechanical defects before and after each operation and notifies supervisor of needed repairs.
- ____4. Reports all accidents, vehicle damage, student injuries, and mechanical failures. Completes required reports.
- ____5. Keeps records on bus mileage, gas and oil consumption, and number of passengers transported.
- ____6. Keeps assigned bus clean and fueled.

COMMENTS: _____

Student Management

- ____7. Supervises students while they board and leave the bus and cross the street.
- ____8. Communicates with teachers and parents on a daily basis regarding student behavior while on bus.
- ____9. Maintains discipline; reports student discipline problems to appropriate administrator.
- ____10. Instructs students on safe riding rules and regulations.

COMMENTS: _____

Safety

- ____11. Observes all traffic laws and safety regulations for school buses.
- ____12. Inspects bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
- ____13. Ensures proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
- ____14. Corrects unsafe conditions in work area that could cause an accident and informs supervisor of any conditions that are not correctable immediately.
- ____15. Reports any hazardous conditions along the route.

COMMENTS: _____

Other

- ____16. Operates two-way radio equipment to communicate with transportation office.
- ____17. Works irregular hours as needed.
- ____18. Attends and completes required training program to maintain Bus Driver Certifications, CPR and First Aid and any other safety certification.
- ____19. Exhibits punctuality and dependability in the workplace.
- ____20. Performs all duties assigned by supervisor.
- ____21. Maintains confidentiality of information.

COMMENTS: _____

What strengths do _____ 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