

**TRANSPORTATION COORDINATOR
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. Prepared and updated bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
- _____ 2. Coordinated transportation for extracurricular activities and special programs including in-town and out-of-town travel.
- _____ 3. Coordinated charter transportation requests if needed.
- _____ 4. Responded to after-hours emergency calls as needed.
- _____ 5. Notified bus drivers, schools, and public of any changes in bus routes and schedules.

COMMENTS: _____

Policy, Reports, and Laws

- _____ 6. Implemented federal and state law, State Board of Education rule, and board policy in transportation area.
- _____ 7. Compiled, maintained, filed, and presented all physical and computerized reports, records, and other documents required in transportation area. In addition, organize and submit all documents related to district travel.
- _____ 8. Implemented district's student discipline policies and communicated to students expected behavior when using district transportation.
- _____ 9. Enforced safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
- _____ 10. Developed training options and improvement plans to ensure exemplary operation of transportation department.
- _____ 11. Complied with applicable personnel policies.
- _____ 12. Prepared data necessary to process transportation payroll.

COMMENTS: _____

Vehicle Maintenance and Repair

- _____ 13. Coordinated and directed the repair of all district-owned vehicles and oversee plans for preventive maintenance.
- _____ 14. Processed vehicle repair requests and prioritized work orders. Contract for services that cannot be performed in shop. In addition, supervised accurate and updated records of preventive maintenance.
- _____ 15. Monitored fuel deliveries, distribution, vehicle repair requests, work orders, and contracted work.

COMMENTS: _____

Budget and Inventory

- _____ 16. Compiled budgets and cost estimates based on documented program needs.
- _____ 17. Administered transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
- _____ 18. Initiated purchases and bids in accordance with budgetary limitations and district policies.
- _____ 19. Maintained current inventory of supplies and parts to avoid ordering delays.
- _____ 20. Approved and forwarded invoices and purchase orders for the transportation department to the Chief Administrative Officer.
- _____ 21. Maintained inventory of all active and inactive district vehicles for title and insurance purposes.
- _____ 22. Recommended disposal of obsolete or worn out vehicles and equipment. Recommended purchase of vehicles as necessary.

COMMENTS: _____

Student Management

- _____ 23. Reviewed student behavior reports with campus leadership and drivers on disciplinary issues.
- _____ 24. Enforced student discipline and suspension of riding privileges for any student who violates rules and regulations, in collaboration with campus leadership.

COMMENTS: _____

Personnel

- _____ 25. Assigned bus drivers to routes and found substitutes as needed.
- _____ 26. Recruited, trained, supervised and evaluated all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
- _____ 27. Prepared, processed, and maintained all documents required to verify safety certification and alcohol and drug testing of bus drivers.
- _____ 28. Prepared, reviewed, and revised transportation department job descriptions.
- _____ 29. Evaluated employee job performance to ensure effectiveness.

COMMENTS: _____

Safety

- _____ 30. Advised administration about inclement weather conditions that may result in the closing of schools or road hazards in collaboration with the Chief of Police.
- _____ 31. Gathered information in investigations of school bus accidents and student safety violations.
- _____ 32. Organized and conducted training programs to promote a safe work environment.
- _____ 33. Ensured that transportation equipment is in excellent operating condition.
- _____ 34. Performed disaster duty as needed (hurricanes, earthquakes, blizzards, etc.).

COMMENTS: _____

Other

- _____ 35. Maintained accurate record of time and materials required to perform repairs and services.
- _____ 36. Attended and made presentations at conferences and school board meetings to discuss innovations and problems in transportation.
- _____ 37. Attended professional growth activities to keep abreast of innovative techniques in transportation.
- _____ 38. Maintained good rapport with parents and community.
- _____ 39. Exhibited punctuality and dependability in the workplace.
- _____ 40. Performed other duties as assigned by supervisor.
- _____ 41. Maintained confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- _____ 42. Supervised and evaluated 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