

**VEHICLE MECHANIC
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

Maintenance and Repairs

- ____ 1. Uses diagnostic equipment to evaluate mechanical problems in vehicles.
- ____ 2. Performs mechanical repairs.
- ____ 3. Helps lead and master mechanics complete repairs.
- ____ 4. Does welding and minor body work.
- ____ 5. Services vehicles according to established preventive maintenance schedule. Rotates and balances tires; changes oil and filters; lubricates vehicle parts; inspects and replaces hoses, belts, mirrors, lamps; and maintains all fluid levels.
- ____ 6. Maintains accurate, updated records of preventive maintenance.
- ____ 7. Inspects vehicles and evaluates condition of systems, equipment, accessories, and lights; services as needed.
- ____ 8. Demonstrates process of preventive maintenance and visual inspections to mechanic helpers.

____9. Performs preventive maintenance according to established schedules.

COMMENTS: _____

Safety

____10. Operates tools, equipment, and machinery according to prescribed safety procedures.

____11. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.

____12. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

____13. Helps keep shop, equipment, and tools in safe operating condition.

COMMENTS: _____

Other

____14. Maintains accurate records of time and materials required to perform repairs and service.

____15. Operates buses and other vehicles as needed.

____16. Works irregular hours as needed.

____17. Drives for an assigned bus route as needed.

____18. Exhibits punctuality and dependability in the workplace.

____19. Performs other duties assigned by supervisor.

____20. 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