

**BUS MONITOR/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

Student Management

- ____1. Lifts and carries students with disabilities on and off the bus according to their individual needs.
- ____2. Supervises students as they board and leave bus and cross street.
- ____3. Learns and adapts to each student's special medical, physical, communicative, and emotional needs.

COMMENTS: _____

Routes and Schedules

- ____4. Becomes familiar with all routes to and from school campus to be of assistance to driver.

COMMENTS: _____

Safety

- ____5. Supervises use of seat belts, harnesses, or car seats by students.
- ____6. Follows emergency procedures and helps driver administer first aid, if necessary.
- ____7. Operates equipment according to established safety procedures.
- ____8. Follows established procedures and techniques to perform job duties including lifting, assisting students, etc.

COMMENTS: _____

Other

- ____9. Becomes familiar with and follows procedures established by transportation and special education offices.
- ____10. Works irregular hours as needed.
- ____11. Exhibits punctuality and dependability in the workplace.
- ____12. Performs other duties as assigned by supervisor.
- ____13. Maintains confidentiality of information.

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

_____ Date

_____ Date

_____ Date