



Spotsylvania County Schools

Transportation Evaluation Form

DIRECTIONS: Assess the evaluatee's growth in each area below.

EMPLOYEE'S NAME: _____
EMPLOYEE ID#: _____
ASSIGNED SCHOOLS: _____

WORK ASSIGNMENT	
Reg Bus #	_____
SPED Bus #	_____
Attendant	_____
Sub/Other	_____

PERSONAL QUALITIES:

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Courtesy and Tact				
Dependable, Punctual				
Responsible, Sound Judgment				
Maintains appropriate dress				
Attendance				

PERFORMANCE OF DUTIES:

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Attends required in-service meetings				
Avoids preventable crashes and incidents - <i>drivers only</i>				
Reports all crashes and incidents				
Demonstrates safe and defensive driving skills - <i>drivers only</i>				
Follows written and verbal directions				
Follows two-way radio procedures				
Cooperates with co-workers and system personnel				
Maintains cleanliness of interior and exterior of vehicle				
Maintains daily schedule (Starts run on time - am and pm)				
Meets required maintenance appointments - <i>drivers only</i>				
Maintains discipline and reports issues to appropriate personnel				
Communicates positively with students, parents, and staff				
Submits accurate and neat reports promptly				
Demonstrates a team approach				
Respects authority and works cooperatively with administration				

EVALUATION SUMMARY: _____

Evaluated By: _____
Name / Title Date

Signature: _____
Name Date

Employee's Signature: _____ **DATE:** _____

Signature of the employee does not imply agreement with the evaluation but indicates that the employee has reviewed and understood the evaluation.

EVALUATIVE MEASUREMENTS

FACTOR: Courtesy And Tact

Exceeds Expectations

Commendations on file from parents, staff or schools during evaluative period

Meets Expectations

No more than one complaints alleging rude or brash words or actions

Needs Improvement

Two or more complaints alleging rude or brash words or actions.

Unsatisfactory

Documented history of rude or brash words or actions.

FACTOR: Dependable, Punctual

Exceeds Expectations

Maintains consistent daily times. Adheres to schedule as created by routing department. Willing to take on additional assignments to help insure adequate service to students.

Meets Expectations

Maintains consistent daily times. Adheres to schedule as created by routing department. Always makes proper notification to Transportation of impending absence.

Needs Improvement

Daily route times fluctuate. Occasionally tardy for assignments. Failure to properly notify Transportation of impending absence.

Unsatisfactory

Received one or more absences coded AWOL. Multiple failures to properly notify Transportation of impending absence.

FACTOR: Responsible, Sound Judgment

Exceeds Expectations

Dependable. Demonstrates outstanding judgment in decision-making related to student safety and work related relationships.

Meets Expectations

Consistently follows established policies and procedures dealing with safety, school/community relations and work related personal relationships. No serious lapse in responsible behavior or judgment.

Needs Improvement

Demonstrates irresponsibility or unsound judgment on one or more occasions.

Unsatisfactory

Repeatedly demonstrates irresponsible behavior or judgment; demonstrates egregious irresponsibility or judgment on one or more occasions.

EVALUATIVE MEASUREMENTS

FACTOR: Maintains Appropriate Dress

Exceeds Expectations

Always neat and well groomed. Dresses neatly in regular, street type clothing. Wears proper footwear. No suggestive hemlines or necklines. Keeps midriff covered.

Meets Expectations

Neat and well-groomed, satisfactory personal appearance. Proper footwear. Typically avoids exposing too much flesh.

Needs Improvement

Untidy, poor taste in dress. Dress code violations. Low necklines, high hem-lines, failure to cover undergarments, midriff exposed. Pants worn low, flesh exposed.

Unsatisfactory

Sent home due to inappropriate dress. Failure to wear proper footwear while driving bus.

FACTOR: Attendance

Exceeds Expectations

Outstanding record, virtually no absences or tardiness. Less than two days absent

Meets Expectations

Very few absences or tardiness. More than two, less than six absences unless due to a prolonged illness and documented by a physician

Needs Improvement

Excessive absences or tardiness (more than six days).

Unsatisfactory

Absences follow a pattern (Ex: every payday, every other Friday, etc.)

FACTOR: Attends Required In-Service Meetings

Exceeds Expectations

Attends all mandatory meetings and training. Demonstrates willingness to attend additional training to better serve students.

Meets Expectations

Attends required meetings/training. Demonstrates willingness to make up any missed meetings

Needs Improvement

Misses more than one scheduled mandatory meeting.

Unsatisfactory

Uncooperative with rescheduling meeting times and/or dates.

EVALUATIVE MEASUREMENTS

FACTOR: Avoids Preventable Crashes And Incidents

Exceeds Expectations

No preventable accidents or incidents as determined by accident/incident review committee. Demonstrates mitigation of damage in non-preventable accidents and incidents

Meets Expectations

No preventable accidents or incidents as determined by accident/incident review committee.

Needs Improvement

Has a preventable accident or incident as determined by the accident review committee.

Unsatisfactory

Demonstrates a pattern of crashes and/or incidents.

FACTOR: Reports All Crashes And Incidents

Exceeds Expectations

Reports all crashes and incidents in a timely and appropriate manner. No crashes or incidents.

Meets Expectations

Reports all crashes and all reportable incidents, including broken mirrors.

Needs Improvement

Failure to properly notify Office of Transportation Services of a crash or reportable incident.

Unsatisfactory

Leaves the scene of a crash or reportable incident without notifying dispatch. More than one occasion of failing to notify Transportation of a crash or reportable incident, including broken mirrors.

FACTOR: Demonstrates Safe And Defensive Driving Skills

Exceeds Expectations

Always utilizes defensive driving techniques. Has no accidents. Receives kudos from public concerning driving. Multiple observations practicing safe and defensive driving procedures.

Meets Expectations

No accidents or incidents resulting from improper driving. No substantiated critical reports from public. Not observed driving improperly or unsafely.

Needs Improvement

Makes a driving or procedural error resulting in an accident, incident or citation. Multiple, unsubstantiated complaints from public or one complaint from law enforcement. Observed driving improperly or unsafely by transportation administration or training staff.

Unsatisfactory

History of complaints from public. Failure to correct improper or unsafe driving habits after receiving instruction to do so.

EVALUATIVE MEASUREMENTS

FACTOR: Follows Written And Verbal Directions

Exceeds Expectations

Never deviates from scheduled route. Makes suggestions to improve efficiency and safety.

Meets Expectations

Follows all directions and makes changes/corrections to route as instructed

Needs Improvement

Fails to follow route as designed. Changes route schedule without prior approval. Fails to adjust route to changes resulting from audit or routing updates or when instructed to do so by transportation administration.

FACTOR: Follows Two-Way Radio Procedure

Exceeds Expectations

Always utilizes proper FCC standards and procedures. Demonstrates proper radio etiquette. Encourages others to follow proper protocols.

Meets Expectations

Consistently follows proper procedures. Willingly makes changes or corrections when advised or when procedures are updated.

Needs Improvement

Fails to follow proper procedures. Resists change as FCC rules and procedures change. Uses radio unnecessarily.

Unsatisfactory

History of using radio for unofficial purposes or failure to cease doing so when instructed.

FACTOR: Cooperates With Co-Workers And System Personnel

Exceeds Expectations

Goes out of his/her way to cooperate with supervisors, school staff and co-workers.

Meets Expectations

Friendly, businesslike manner, gets along well with others.

Needs Improvement

Occasionally causes friction with co-workers. Resists following instructions.

Unsatisfactory

Instigates an altercation with other employees. Refuses to follow instruction.

EVALUATIVE MEASUREMENTS

FACTOR: Maintains Cleanliness Of Interior And Exterior Of Vehicle

Exceeds Expectations

Vehicle exceptionally clean, inside and out, at all times.

Meets Expectations

Vehicle generally appears neat and clean inside and out. Evidence of regular cleaning. Loose trash kept off floors.

Needs Improvement

Vehicle excessively dirty inside or out. No regular cleaning schedule in evidence. Failure to sweep floors and gather trash as needed.

Unsatisfactory

History of failure to keep vehicle clean. Failure to properly clean vehicle when notified to do so.

FACTOR: Maintains Daily Schedule

Exceeds Expectations

Always follows routing schedule as presented.

Meets Expectations

Consistently follows routing schedule as presented. Takes corrective action to maintain stop times. Stop times vary less than five minutes.

Needs Improvement

Fails to follow routing schedule as presented. Stop times vary from day to day.

Unsatisfactory

Blatant disregard for daily schedule. Rearranging schedule to suit own purposes.

FACTOR: Meets Required Maintenance Appointments

Exceeds Expectations

Maintains awareness of maintenance schedule for assigned vehicle. Always meets schedule. Works with garage to maintain efficiency in scheduling.

Meets Expectations

Consistently observes maintenance schedule. No more than one appointment missed.

Needs Improvement

Misses or reschedules multiple maintenance appointments

Unsatisfactory

Refuses to present bus for maintenance when notified to do so.

EVALUATIVE MEASUREMENTS

FACTOR: Maintains Discipline And Reports Issues To Appropriate Personnel

Exceeds Expectations

Establishes and maintains a good report with students and school staff. Sets expectations for student behavior and insures compliance. Files appropriate reports with designated school officials.

Meets Expectations

Enforces rules for good student behavior. Files appropriate reports with designated school officials. Works with school on behavior interventions.

Needs Improvement

Fails to enforce rules for good student behavior. Fails to file reports as needed. Does not work in tandem with school officials on behavior issues.

Unsatisfactory

Allows students to endanger selves and others by their behavior. Fails to notify proper authorities of threats, bullying or harassment. Fails to follow student behavior plan when in effect.

FACTOR: Communicates Positively With Students, Parents, And Staff

Exceeds Expectations

Always maintains positive communication with students, parents and staff. Places calls to parents as needed. Uses communication as a tool to aid in student management.

Meets Expectations

Consistently communicates in a positive manner. Does not share negative statements concerning Spotsylvania county schools, its departments, employees or students.

Needs Improvement

Displays negative behavior or attitude when dealing with students, parents, school system employees or the general public. Appears apathetic in communication.

Unsatisfactory

Makes derogatory or inflammatory statements to patrons or in public concerning school division and/or Transportation department.

FACTOR: Submits Accurate And Neat Reports Promptly

Exceeds Expectations

Paperwork is consistently neat, legible, and correct. Time sheets, etc., are always on time and contain clarifying comments.

Meets Expectations

Paperwork is legible and correct. Usually on time.

Needs Improvement

Paperwork is untidy, illegible or contains mistakes. Paperwork is not consistently submitted on time.

Unsatisfactory

Fails to submit proper paperwork. Paperwork is not legible.

EVALUATIVE MEASUREMENTS

FACTOR: Demonstrates A Team Approach

Exceeds Expectations

Demonstrates initiative in team activities. Recruits co-workers as needed to assist with appropriate work related activities.

Meets Expectations

Participates in team activities. Makes use of available team support to increase transportation effectiveness and efficiency.

Needs Improvement

Declines to participate in team activities. Fails to avail self to team support resulting in decreased effectiveness or efficiency.

Unsatisfactory

Demonstrates behavior designed to undermine team coherence.

FACTOR: Respects Authority And Works Cooperatively With Administration

Exceeds Expectations

Accepts changes in a willing and positive manner. Unequivocally supports school and transportation administration and policy.

Meets Expectations

Accepts change in routine without complaint. Generally supports school and transportation administration and policy.

Needs Improvement

Appears resistant to change. Routinely complains about assignments and or changes.

Unsatisfactory

Is critical of school and/or transportation administration and policies. Refuses to abide by policy or to follow instruction and guidance.