

Manchester Community Schools Bus Driver Performance Appraisal

Performance Appraisal and Development Plan

Full Performance Appraisal
 Probationary Appraisal 3 Month 6 Month

Employee's name (Last, First, MI)		Bus #
Years of Driving Experience in MCS		Last Evaluation Date
Date	Evaluator's Name	Evaluator's Title

Instructions

The purpose of the Performance Appraisal and Development Plan is to provide a systematic way of setting objectives, assessing a bus driver's performance, and identifying areas for improvement and development.

All bus drivers will receive a formal Performance Appraisal at least once every twenty-four (24) months. There are two types of performance appraisals.

1. Probationary Performance Appraisal

Two Probationary Performance Appraisals are conducted during the performance period for a new hire:

- ♦ the first one after completion of three (3) months.
- ♦ the second one after completion of five (5) months (prior to the end of the sixth (6) month).
 - at this time permanent status will be granted or denied.

2. Annual Performance Appraisal

An annual evaluation is conducted:

- ♦ for all bus drivers (at least) every twenty-four months from the date of hire.
- ♦ if it has been **more than** six (6) months since the bus driver's last evaluation **and** one or more of the following has occurred:
 - a change in performance level
 - a change in job responsibility or level
 - an unsatisfactory evaluation in the previous period
- ♦ for new hires after the two probationary evaluations and thereafter every twenty four (24) months from the date of hire.

The supervisor will place a check mark in the appropriate box on the upper right hand corner of this form to indicate the type of Performance Appraisal being conducted for the bus driver.

COMPLETING THE PERFORMANCE APPRAISAL FORM

♦ Part 1 - Professional Skills

How well the bus driver performed his/her job. In this section the supervisor should evaluate how the bus driver demonstrated his/her commitment to the district standards.

♦ Part 2 - Personal Attributes

How an employee accomplishes results is just as important as what is accomplished. In this section, the supervisor should evaluate how the bus driver demonstrated his/her personal attributes.

♦ Part 3 - Summary, Commendations, and Recommendations Rating Summary

The overall performance rating should be determined based upon how well the bus driver met the established performance objectives.

Commendation

This section provides the evaluator with an opportunity to identify areas of commendation.

Recommendation

This section provides the evaluator with an opportunity to identify skills in need of development for the bus driver's performance in his/her position and to establish action plans and timelines that will address these developmental needs.

If necessary, additional pages may be attached.

The bus driver is required to sign and date the form. The employee's signature indicates that the Performance Appraisal has been read and understood and does not necessarily indicate agreement with the Performance Appraisal content or rating.

The completed original appraisal forms are to be forwarded to the superintendent's office for placement in the employee's file.

Return this form along with the completed evaluation

**MANCHESTER COMMUNITY SCHOOLS
EMPLOYEE PERFORMANCE APPRAISAL
for
School Bus Driver**

EVALUATION OF _____
Employee's name

Date

POSITION: Bus Driver

*Ratings of 1 or 3 in any category **must** be supported in the comments section; however comments are encouraged in all areas, or in the form of an attachment.*

The evaluator shall complete this form by indicating the appropriate rating and meeting with the employee to discuss its contents. This form shall be signed and dated by both the employee and the evaluator.

Part 1 - Professional Skills

I. HEALTH AND SAFETY PRACTICES

1. Effectively complies with all safety practices,
and refrains from taking unnecessary risks.
2. Does not follow safety practices.

II. KNOWLEDGE OF WORK

1. Exceptional ability to grasp and carry
out job duties and responsibilities.
Follows instructions in a complete and
thorough manner.
2. Effectively grasps & carries out job
duties & responsibilities.
3. Does not carry out
duties and responsibilities.

III. JUDGMENT, DECISION MAKING AND DEPENDABILITY

1. Exceptional judgment & ability to make
good decisions regarding responsibilities.
Always dependable.
2. Effective judgment, dependability &
decision making in meeting the needs
of job requirements.
3. Weakness in judgment,
dependability or ability to
make decisions in meeting
the needs of job requirements.

IV. QUALITY AND ACCURACY OF WORK

1. Exceptional ability to follow safe and defensive driving techniques. 2. Effectively demonstrates ability to follow safe and defensive driving techniques. 3. Needs to improve driving techniques.

V. COMMUNICATION

1. Exceptional in written and verbal communication specific to related driving duties. 2. Meets expectations in communications and follows directions as assigned. 3. Needs to improve communication and collaboration

VI. OPERATION AND CARE OF EQUIPMENT/WORK AREA

1. Exceptional in the use and care of equipment. Bus is kept exceptionally clean. 2. Meets expectations in the use, knowledge and care of equipment. Bus is normally clean. 3. Needs to improve in the use care and knowledge of equipment. Bus is not clean.

Part 2 - Personal Attributes

I. POSITIVE INTERACTION WITH PEERS, PUBLIC AND PUPILS

1. Exceptional interpersonal skills. Promotes respect & collaboration among staff, peers and public. 2. Consistently cooperative in communicating with staff, peers and public. 3. Needs to improve attitude and communication skills to enhance personal interaction.

II. ATTENDANCE/PUNCTUALITY

1. Acceptable. 2. Excessive - Needs to improve.

III. WORK ATTITUDE

1. Self-motivated. Enthusiastic. Accepts change and/or new ideas in working with staff on new or existing ideas.
2. Generally accepts change and takes on new responsibilities as assigned.
3. Lacks initiative, refuses to accept change or new responsibilities.

IV. EFFECTIVE USE OF TIME/MEETS DEADLINES

1. Shows ability to follow assigned bus schedule and contacts parents when necessary.
2. Needs to improve in following assigned bus schedule or in contacting parents when necessary.

V. INITIATIVE

1. Shows exceptional initiative and enthusiasm in engaging in new procedures and/or techniques. Self motivated.
2. Effectively shows considerable interest in engaging in new procedures and/or techniques.
3. Frequently appears indifferent. Shows little initiative in learning new ideas or procedures.

VI. SKILL ENHANCEMENT (OPTIONAL)

Participates in workshops, committees, safety meetings, or self enhancement to improve skills.

OVERALL EMPLOYEE RATING SUMMARY

- Exceptional employee; performance outstanding.
 Performance meets standards.
 Performance unsatisfactory.
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EMPLOYMENT RECOMMENDATION:***FOR PERMANENT EMPLOYEE ONLY***

- Continue in current position May continue on condition **Do not** recommend continuance as
(See specific goals below.) a bus driver.

FOR PROBATIONARY EMPLOYEE ONLY

- Recommend permanent status Continue on probationary **Do not** recommend permanent status
(3 month evaluation)
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COMMENDATION:

RECOMMENDATION/GOALS: (Record goals or improvement program to be undertaken during next evaluation period)

_____/_____/_____ Signature of Evaluator	_____ Date	_____/_____/_____ Signature of Employee	_____ Date
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*It is understood that in signing this form the employee acknowledges having seen and discussed the report. The employee's signature does **not necessarily imply agreement** with the conclusion of the evaluator. (Employee comments must be submitted to the Director of Transportation within ten (10) days of receipt of this Performance Appraisal.*