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SCHOOL BUS DRIVER EVALUATION FORM

NAME: _____

EMPLOYMENT COMMENCED: _____

DATE OF EVALUATION: _____

PURPOSE:

The purpose of this evaluation is to assess the performance of the individual and to identify strengths and weaknesses in order to advise and assist the individual in the performance of his/her duties.

PROCEDURE:

All new drivers will be evaluated prior to the end of their probationary period and at least once more during their initial year.

Following the initial year, drivers will be evaluated every third year.

Following an accident or the raising of a concern deemed serious by the Transportation Coordinator, a driver shall be evaluated.

The evaluation report shall be completed by the employee's immediate supervisor and shall be signed by the supervisor and employee, with the provision for comments by either party.

All evaluation reports shall be forwarded to the Secretary-Treasurer for placement in the employee's file.

Circle the job value that corresponds to the most accurate description of his/her performance – using 1 as requiring improvement and 4 as exceeds expectations.

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PRELIMINARY INSPECTION:

- | | | | | |
|--|---|---|---|---|
| 1. Bus Inspection performed accurately | 4 | 3 | 2 | 1 |
| 2. Bus Inspections performed before every trip | 4 | 3 | 2 | 1 |
| 3. Defects reported in a timely manner | 4 | 3 | 2 | 1 |
| 4. Bus kept clean and sanitary | 4 | 3 | 2 | 1 |

Comments/Goals for improvement: _____

COMMUNICATION:

- | | | | | |
|---|---|---|---|---|
| 1. Regular contact made with parents | 4 | 3 | 2 | 1 |
| 2. Route changes discussed with Supervisor | 4 | 3 | 2 | 1 |
| 3. Assistance provided with route planning | 4 | 3 | 2 | 1 |
| 4. Work cooperatively with other drivers/supervisor | 4 | 3 | 2 | 1 |
| 5. Work cooperatively with school personnel | 4 | 3 | 2 | 1 |
| 6. Communicate bus rules to students | 4 | 3 | 2 | 1 |

Comments/Goals for improvement: _____

DISCIPLINE:

- | | | | | |
|--|---|---|---|---|
| 1. Report discipline concerns in a timely manner | 4 | 3 | 2 | 1 |
| 2. Regularly document minor behaviour incidents | 4 | 3 | 2 | 1 |
| 3. Assist principal with student consequences | 4 | 3 | 2 | 1 |
| 4. Provide a low tolerance for bullying on bus | 4 | 3 | 2 | 1 |

Comments/Goals for improvement: _____

Circle the job value that corresponds to the most accurate description of his/her performance – using 1 as requiring improvement and 4 as exceeds expectations.

DRIVING:

- | | | | | |
|---|-------|---|---|---|
| 1. Punctuality maintained on route | 4 | 3 | 2 | 1 |
| 2. Number of Community/Parent complaints re driving in past 2 years | _____ | | | |
| 3. Compliance with driving rules: | | | | |
| a) shifting | 4 | 3 | 2 | 1 |
| b) clutching | 4 | 3 | 2 | 1 |
| c) braking | 4 | 3 | 2 | 1 |
| d) use of lights | 4 | 3 | 2 | 1 |
| e) danger zone | 4 | 3 | 2 | 1 |
| 4. Ability to adapt to changing driving conditions | 4 | 3 | 2 | 1 |
| 5. Student respect for driver maintained while driving | 4 | 3 | 2 | 1 |
| 6. Safety given a priority by driver | 4 | 3 | 2 | 1 |

Comments/Goals for improvement: _____

OTHER:

- | | | | | |
|----------------------------------|---|---|---|---|
| 1. Positive attitude for job | 4 | 3 | 2 | 1 |
| 2. Dependability | 4 | 3 | 2 | 1 |
| 3. Shows initiative in job | 4 | 3 | 2 | 1 |
| 4. Participates well in training | 4 | 3 | 2 | 1 |

Comments/Goals for improvement: _____

RESPONSE BY EMPLOYEE:

SIGNATURE OF EVALUATOR

TITLE

This report has been read by me and has been discussed with me.

SIGNATURE OF EMPLOYEE