

# Bus Driver Annual Evaluation Form

## Employee Information

<b>Driver Name</b>		<b>Evaluator</b>	
<b>District/Charter</b>		<b>Date</b>	
<b>Type of Evaluation</b>	Circle One: Announced or Unannounced Circle One: Annual or Ride-Along or Follow	<b>School Year</b>	

## Ratings

	Meets Expectations	Needs Improvement	N/A
<b>1. Operates buses and vehicles in a safe and efficient manner at all times, including safe backing procedures.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>2. Obeys traffic laws including, but not limited to, using driver seat belt, obeying the speed limit, stopping at stop signs/lights, using turn signals and lights appropriately, and maintaining proper following distance.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>3. Crosses railroad tracks in accordance with the law and local procedure.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>4. Uses proper loading/unloading procedures in accordance with local procedure, and clearly communicates loading/unloading expectations and procedures to students (including correct 8-way lights and stop arm use).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>5. Adheres to the dress code including proper foot wear in accordance to local policy.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>6. Understands and abides by laws and local policies concerning visual, manual, and mental distracted driving.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>7. Reports all accidents and completes required duties and paperwork in accordance with local policy/procedure.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>8. Adheres to laws and local procedures regarding transporting only authorized riders, and riders exiting a stop other than their regular designated stop.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

<b>9. Establishes and maintains a positive rapport with students. Knows and uses student names. Greets students as they enter/exit the bus.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>10. Clearly communicates rules/procedures/expectations to students (including field trips, sports trips, etc.).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>11. Uses preventative measures to avoid misbehavior, and enforces rules. Addresses and ignores behaviors with good judgment. Addresses individual or group with good judgment. De-escalates situations by "picking battles" appropriately, speaking firmly/calmly, referring misbehaviors back to rules/procedures, and using an appropriate level of response.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>12. Assigns seats in accordance with local policy/procedure/supervisor suggestions.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>13. Maintains an acceptable attendance record in accordance to supervisor standards. Gives appropriate notice of requested leave and sub driver. Follows the regular route schedule as rigidly as conditions permit.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>14. Participates in evacuation drills (minimum of 2 a year), and leads in training students and student helpers in evacuation drills and incapacitated-driver procedures.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>15. Meets deadlines for paperwork (timesheets, route sheets, bus rolls, etc.) Willingly and actively participates in meetings and trainings.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>16. Maintains bus cleanliness in accordance to local policy/procedure. This includes ensuring the dash, aisle, floor, steps, emergency exit pathways, windows, and mirrors are clean and clear.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<b>17. Conducts and documents pre/post-trip assessments as required by law and local policy/procedure. Submits bus maintenance work orders appropriately in a timely manner. Maintains proper mirror positioning.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

18. Appropriately uses 2-way radio (or other form of communication) in accordance with local policy/procedure to communicate with schools, dispatch, and other drivers. All communication should meet the supervisor's standard for professionalism and customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
19. Documents student misbehavior appropriately, and follows through with bus conduct forms when necessary. Driver communication with school administrators and parents meets the supervisor's standard for professionalism and customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
20. Ensures all necessary emergency numbers, emergency student release forms, accident forms, bus conduct forms, bus work order forms, student contact information, and emergency supplies are kept up to date on the bus per laws and local policy/procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			

Evaluation

ADDITIONAL COMMENTS

PROGRESS TOWARDS LAST YEAR’S GOALS (IF APPLICABLE)

Check Current Level of Performance:

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Still Needs Improvement
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List Previous Goal(s) and Evidence/Observations of Progress:

GOAL(S) FOR UPCOMING YEAR (IF NECESSARY):

List Goal(s) for upcoming year:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Supervisor Signature		Date	