|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Responsibility:** | **Strength** | **Satisfactory** | **Needs Improvement** | **Not Applicable** |
| 1. Conducts a pre trip safety inspection of the bus prior to every trip and completes the school bus condition report.
 |  |  |  |  |
| 1. Notifies transportation supervisor of any mechanical malfunctions and/or safety hazards.
 |  |  |  |  |
| 1. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
 |  |  |  |  |
| 1. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
 |  |  |  |  |
| 1. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.
 |  |  |  |  |
| 1. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
 |  |  |  |  |
| 1. Transports only authorized pupils and ensures that all students have left the bus at the end of the route.
 |  |  |  |  |
| 1. Receives training on and as required implements accommodations when transporting students with disabilities.
 |  |  |  |  |
| 1. Obeys all traffic laws and observes mandatory school bus safety regulations.
 |  |  |  |  |
| 1. Reports all accidents and pupil injuries immediately to the principal and the school business administrator and completes required reports.
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| **Performance Responsibility:** | **Strength** | **Satisfactory** | **Needs Improvement** | **Not Applicable** |
|  |  |  |  |  |
| 1. If ticketed as a result of an accident or traffic stop by police, the bus driver will pay any fines and court costs, and will attend driving safety classes if so ordered by the municipal court judge.
 |  |  |  |  |
| 1. Will not use a cell phone while the bus is turned on or in gear, either to receive calls or to make calls. Cell phone operation on a moving vehicle is a distraction and a safety hazard. Cell phone operation by a bus driver is only permitted if the bus is parked or at the roadside curb with the engine turned off and the bus out-of-gear.
 |  |  |  |  |

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| **Professional Responsibility:** | **Strength** | **Satisfactory** | **Needs Improvement** | **Not Applicable** |
| 1. Exhibit a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Administrator.
 |  |  |  |  |
| 1. Display ethical and professional behavior in working with everyone who communicates or is associated with the school or office.
 |  |  |  |  |
| 1. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
 |  |  |  |  |
| 1. Show poise, self-control and maturity.
 |  |  |  |  |
| 1. Report to work punctually.
 |  |  |  |  |
| 1. Report regularly for work.
 |  |  |  |  |
| 1. Maintains confidentiality of school business.
 |  |  |  |  |
| 1. Receptive to suggestions and new ideas.
 |  |  |  |  |
| 1. Participate willingly in mandatory workshops.
 |  |  |  |  |
| 1. Show interest/initiative in accepting or acquiring information in areas relevant to his/her assignment.
 |  |  |  |  |
| 1. Demonstrates functional level of competence in the use of technology.
 |  |  |  |  |
| 1. Accept diversity and treat everyone with respect.
 |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Interpersonal Skills:** | **Strength** | **Satisfactory** | **Needs Improvement** | **Not Applicable** |
| 1. Develop and maintain positive and appropriate relationships with students and staff.
 |  |  |  |  |
| 1. Recognize the emotional state of the student.
 |  |  |  |  |
| 1. Communicate effectively and appropriately.
 |  |  |  |  |
| 1. Model appropriate behavior.
 |  |  |  |  |
| 1. Model polite, tactful and courteous communication when dealing with members of the general public.
 |  |  |  |  |
| 1. Develop and maintain positive and appropriate relationships with parents and the public.
 |  |  |  |  |
| 1. Cooperate with co-workers, teachers and administrators.
 |  |  |  |  |

**Comments:**

**I hereby acknowledge that I, have received a copy of my “Employee Evaluation Report – Administrative Support Staff” seventy-two hours prior to the scheduled evaluation conference.**

 **Date of Receipt: Time of Receipt:**

**Evaluation Conference Information:**

 **Date of Conference: Time of Conference:**

**The employee and administrator hereby acknowledge that on the date and time indicated above an evaluation conference was held to discuss the employee’s strengths and weaknesses. The employee has been informed that the signing of the evaluation report implies only that he\she has read and understands the document and the employee has been informed of his\her right to prepare a written disclaimer to the evaluation report no more than ten working days following the conference. Any employee written disclaimer will be attached to this evaluation report.**

**Based on the evaluation the administrator is recommending the implementation of a Performance Improvement Plan.**

 **Yes: No:**

**The recommendation of the administrator to the Superintendent of Schools is as follows: Initial**

 **1. Re-employment with increment and adjustment**

 **2. Re-employment with increment and adjustment withheld**

 **3. Non-renewal**

 **Employee Signature Administrator Signature**