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| EMPLOYEE NAME |  | POSITION |  |
| HIRE DATE |  | SUPERVISOR |  |
| EVALUATION PERIOD |  | | |

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| **#** | **Category** | **Outstanding** | **Good** | **Acceptable** | **Unacceptable** |
| 1. | Keeps assigned bus clean |  |  |  |  |
| 2. | Keeps assigned bus fueled |  |  |  |  |
| 3. | Completes pre-trip inspection & other required reports |  |  |  |  |
| 4. | Maintains student control. Reports issues as required |  |  |  |  |
| 5. | Relates well with others |  |  |  |  |
| 6. | Shows interest in work |  |  |  |  |
| 7. | Abides by rules and regulations set forth. Learns and applies new ideas |  |  |  |  |
| 8. | Accepts responsibility willingly |  |  |  |  |
| 9. | Complies with instruction, accepts constructive criticism |  |  |  |  |
| 10. | Maintains regular schedule. Adheres to established routes. Dependable. Has good attendance/punctuality |  |  |  |  |
| 11. | Uses good judgement. Demonstrates safe driving habits and safety practices |  |  |  |  |
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| EMPLOYEE NAME |  | POSITION |  |
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| Supervisor Comments (if desired): | | | |
| Employee Comments: | | | |
| The required conference was held on: | | | |
| Employee’s  Signature: | | | Date: |
| Supervisor’s  Signature: | | | Date: |
| Business Admin  Signature: | | | Date: |
| **NOTICE:**  **The employee’s signature does not signify agreement with this evaluation, but only that it has been reviewed and discussed with the employee. The employee may make any comments desired in the employee comments section. Additional sheets, if necessary, may be attached and made an official part of the review. All comments must be attached to the review prior to the document being passed to the next level of management for review.** | | | |