

District C



2021-2022 Non-Affiliated Staff  
Summative Evaluation

| Overall Information |                |           |            |
|---------------------|----------------|-----------|------------|
| NAME                | [Redacted]     | POSITION  | Bus Driver |
| LOCATION            | Transportation | EVALUATOR | [Redacted] |

Individual Standards

| Performance Factors   | Performance Appraisal |           |                     |             |                |
|---|-----------------------|-----------|---------------------|-------------|----------------|
|   | Highly Effective      | Effective | Partially Effective | Ineffective | Not Applicable |
| 1. Confidentiality - the degree to which the employee maintains confidentiality with regard to sensitive information.   |                       | ✓         |                     |             |                |
| 2. Attendance/Punctuality - the degree to which the employee is present at work and reports/leaves work at scheduled time(s).   |                       | ✓         |                     |             |                |
| 3. Utilization of Time - the degree to which the employee works productively and refrains from cell phone use and personal conversation during work hours.                                      |                       | ✓         |                     |             |                |
| 4. Initiative and Flexibility - the degree to which the employee demonstrates the desire and ability to achieve and attain goals, and apply skills and knowledge, without constant supervision. |                       | ✓         |                     |             |                |
| 5. Cooperation - the degree to which the employee works with all school staff.  |                       | ✓         |                     |             |                |
| 6. Dependability - the degree to which the employee can be relied upon to complete work and provide consistent support to the classroom teacher or administrator as required.                   | ✓                     |           |                     |             |                |
| 7. Communications - the degree to which the employee effectively informs the teacher/administrator of any problems or concerns as they relate to the students                                   |                       | ✓         |                     |             |                |
| 8. Job Understanding/Knowledge - the degree to which the employee demonstrates clear knowledge of the responsibilities/tasks.   | ✓                     |           |                     |             |                |
| 9. Interest and/or Attitude Toward Work - Extent to which the employee exhibits a good amount of interest and enthusiasm in his/her position.   |                       | ✓         |                     |             |                |
| 10. Overall - the degree to which the employee meets the overall requirements as detailed in criteria stated above.   |                       | ✓         |                     |             |                |

Evaluator Feedback

**Comments and Recommendations**

[Redacted] works well with staff and parents. The students are very fond of [Redacted]. We can always count on [Redacted] for last minute trips or assignments. [Redacted] a fantastic driver, and has received accolades regarding her driving abilities during challenging conditions. [Redacted] as the ability to remain calm and collected with every unanticipated situation.

Professional Growth Focus: 2022-2023



**Areas Identified for Continued Professional Growth**

I would like for [redacted] consider becoming a driver instructor in the near future.

**Additional Comments**

**Staff Member**

**Evaluation Summary Recommendations**

*Select all recommendations that apply.*

**Continued Employment**

Yes

No

**Increment**

Yes

No

**Evaluation Conference**

Date:

Time:

\_\_\_\_\_  
Employee's Signature\*

\_\_\_\_\_  
Evaluator's Signature

*\*Signature does not necessarily indicate agreement*