

LEWIS COUNTY BOARD OF EDUCATION TRANSPORTATION OBSERVATION/EVALUATION FORM

Name: _____ Bus #: _____ Route: _____
Evaluator: _____ Date: _____
Check One: Observation #1 _____ Observation #2 _____ Observation #3 _____ Evaluation _____

LEVEL OF PERFORMANCE

“O” Outstanding “C” Commendable “S” Satisfactory “U” Unsatisfactory

PERFORMANCE RESPONSIBILITIES

I. Maintains positive and safe work habits

- _____ A. Observes safety practices
- _____ B. Complies with rules and regulations
- _____ C. Pre-trips bus before operation
- _____ D. Follows instructions
- _____ E. Makes sound judgements
- _____ F. Takes proper care of bus equipment
- _____ G. Reports mechanical problems on time to proper authority
- _____ H. Reports all accidents and completes required reports

II. Performs duties efficiently and productively

- _____ A. Adheres to schedule
- _____ B. Maintains discipline
- _____ C. Reports are on time and accurate
- _____ D. Discharges pupils only at assigned stops
- _____ E. Washes bus every week as policy mandates
- _____ F. Sweeps bus every day as prescribed by state and local board policy

III. Maintains and/or upgrades skills

- _____ A. Tries to improve driving competency
- _____ B. Increases knowledge of professional skills
- _____ C. Attends training sessions

IV. Maintains professional attitude

- _____ A. Maintains professional appearance
- _____ B. Maintains positive relations with students, co-workers, parents and the public
- _____ C. Accepts change
- _____ D. Minimizes absences
- _____ E. Maintains proper attitude toward work

COMMENTS:

EVALUATOR SIGNATURE: _____ **DATE:** _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

(Employee signature denotes receipt of checklist within 5 working days of the date of the observation/evaluation.)

- *Either the evaluator or the employee may request a conference following an observation.*
- *A conference must be scheduled following an evaluation.*
- *A plan of improvement must be initiated for any performance indicator designated “U”.*