



CLASSIFIED PERFORMANCE EVALUATION

TYPE OF EVALUATION

- Quarterly Performance Initial Probation Reassignment Probation Summative

NAME: _____ **LOCATION:** _____ **DATE:** _____

EVALUATOR: _____ **JOB TITLE:** _____ Transportation Coordinator

PERFORMANCE RATINGS

The evaluator will rank the employee on the following performance indicators by checking the appropriate rank on the scale.

- | | |
|----------------------------|--|
| <u>Exemplary:</u> | Employee's performance is outstanding, consistently exceeding the objective. The employee demonstrates initiative and requires minimal supervision. |
| <u>Proficient:</u> | Employee's performance is good, often exceeding the objective. The employee willingly accepts responsibility and requires only infrequent supervision. |
| <u>Developing:</u> | Employee's performance is adequate, usually accomplishing the objective. The employee follows instructions and requires normal supervision. |
| <u>Ineffective:</u> | Employee's performance is unacceptable and is substantially below expectations. The employee rarely accomplishes the objective even with frequent supervision and direction. |



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PERFORMANCE RESPONSIBILITIES

PERFORMANCE RATINGS

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. Plans and coordinates regular and special bus routes to transport students to and from school, athletic events and field trips; resolve student transportation problems with parents, principals and other department personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reviews bus routes to maintain efficiency and minimize cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Develops, implements, and enforces established safety regulations and precautions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains or assist in maintaining assigned records: receive and process information according to established guidelines and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates orally or in writing with parents, supervisors, school administrators and department employees on transportation issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist with in-service and trains assigned personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist in developing methods to retain employees and promote a positive work atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Investigates bus accidents and comply with all district procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Performs other assigned duties and assume such other responsibilities as may be assigned. Drive a school bus on a regular route on an as needed basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintains a variety of complex personnel records, time sheets, lists, files and records, including confidential material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Maintains or assist in maintaining assigned files and records: receive and process information according to established guidelines and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Operates a variety of office equipment such as a computer terminal, Fax machine, copier and calculator as assigned. Operates a two-way radio and record radio communications as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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INDIVIDUAL PERFORMANCE

PERFORMANCE RATINGS

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. Quality of Work: Performs quality work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quantity of Work: Produces sufficient amount of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Responsibility: Accepts and fulfills job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiative: Takes appropriate initiative in work situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Communication: Communicates effectively, appropriately, and treats others with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dependability: Demonstrates dependability by following instruction and remaining on the job until task is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Safety: Practices approved and prescribed methods of safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Professional Development: Participates in professional development activities designed to improve job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly & helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CLASSIFIED PERFORMANCE EVALUATION

IDENTIFICATION OF STRENGTHS

RECOMENDATION(S) FOR PERSONAL GROWTH

COMMENTS/OTHER REMARKS

EMPLOYEE RESPONSE

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the employee evaluated whose signature does not indicate agreement with the content. In the event the employee disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to Personnel Services within ten (10) working days of receipt of evaluation with a copy to the Evaluator. An evaluation may also be appealed to the next appropriate supervisor.

DATE

EVALUATOR

DATE

EMPLOYEE