

# Unit 8

# BUS ATTENDANT EVALUATION REPORT

Employee: Click here to enter text. Job Title: Click here to enter text.

Employee ID #: Click here to enter text. Location: Click here to enter text.

Supervisor: Click here to enter text. Date of Evaluation: Click here to enter text.

Tenured Tenure Date: Click here to enter text. (To be completed annually for employee)

Non Tenured

|  | Exceeds  Expectations | Meets  Expectations | Improvement  Needed | Below  Expectations |  | ***Illustrative Examples***  (Required if rating is below expectations or improvement needed) |
| --- | --- | --- | --- | --- | --- | --- |
| JOB PERFORMANCE (See Attachment) | | | | | | |
| Is regular in attendance |  |  |  |  | Click here to enter text. | |
| Arrives at appropriate time |  |  |  |  | Click here to enter text. | |
| Dress code meets District requirements |  |  |  |  | Click here to enter text. | |
| Knows bus route |  |  |  |  | Click here to enter text. | |
| Maintains seating chart if applicable and keeps up to date |  |  |  |  | Click here to enter text. | |
| Follows student loading/unloading procedure   * Lift operation and use * Wheelchair securement procedure * Secures students in seats with safety   vests; car seats, wheelchair occupant  shoulder and lap belt restraints   * Properly secures carry-on items |  |  |  |  | Click here to enter text. | |
| Assists the operator in cooperative manner |  |  |  |  | Click here to enter text. | |
| Assists students |  |  |  |  | Click here to enter text. | |
| Performs duties and responsibilities; is aware of expectations |  |  |  |  | Click here to enter text. | |
| Uses appropriate techniques to manage student behavior |  |  |  |  | Click here to enter text. | |
| Verbalizes knowledge and understanding of student with disabilities and special needs listed on his/her current route sheets |  |  |  |  | Click here to enter text. | |
| Follows procedure for bus misconduct reports |  |  |  |  | Click here to enter text. | |
| Secures and stores straps, belts, safety vests when not in use |  |  |  |  | Click here to enter text. | |
| Assures that no student left on bus after each route |  |  |  |  | Click here to enter text. | |
| Relationship with: Students, Parents Guardians/Caretakers, School Personnel |  |  |  |  | Click here to enter text. | |
| JOB PERFORMANCE | | | | | | |
| Demonstrates positive approach toward supervisors and co-workers |  |  |  |  | Click here to enter text. | |
| Demonstrates willingness to handle assignments |  |  |  |  | Click here to enter text. | |

**NOTE: Evaluations are based on the standard SCHOOL BUS DRIVER AND BUS ATTENDANT HANDBOOK**

List any strengths which you feel merit comment:

List any concerns which you think require attention:   
  
  
  
  
  
What alternate suggestions have been made to the employee to help him/her alleviate these concerns?

**EMPLOYEE COMMENTS/FEEDBACK:**

*I have reviewed the above and have the following comments:*

**(FOR PROBATIONARY EMPLOYEES ONLY)**

WOULD YOU RECOMMEND THIS PERSON FOR CONTINUED EMPLOYMENT?  YES  NO

**Signature of Employee:**  **Date:**

**Signature of Supervisor:**  **Date:**

**Copies to:**

Supervisor  Principal/Administrator

Employee  Personnel File