

# 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

|  | ExceedsExpectations | MeetsExpectations | ImprovementNeeded | BelowExpectations |  |  ***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 occupantshoulder 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