

DISTRICT 742 COMMUNITY SCHOOLS

Performance Review Report Transportation Department Staff

Employee: _____ **Location:** _____

Current Position: _____ **No. of Years in Position:** _____

Date: _____ **Supervisor/Administrator:** _____

Attendance Record: No. of Days Absent _____ **No. of Days Tardy** _____

Directions: Rate the employee's typical level of performance over the entire evaluation period by placing an "X" in the appropriate blank. Within the comment sections beneath the performance factors, provide specific examples that will support or clarify the effectiveness rating.

Rating Scale:

- Not Applicable:** Does not apply to position.
- Outstanding:** Performance is consistently exceptional and recognizable as being the highest of quality.
- Above Average:** Performance is occasionally above average when meeting the standards of the job.
- Acceptable:** Performance consistently meets the standards of the job.
- Needs Development:** Performance is generally acceptable but with room for improvement in some aspect(s).
- Not Acceptable:** Performance is clearly unsatisfactory and performance must improve in most areas.

Rating						Performance Factors
Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable	
_____	_____	_____	_____	_____	_____	1. Job Knowledge and Performance: Completes work thoroughly, accurately and according to specifications and district procedures within expected time frame. a. Applies work skills required of the position, including those for safety. b. Operates and maintains necessary equipment used on the job successfully. c. Knows and applies established laws, policies, and procedures required. d. Follows directions completely, accurately, and efficiently. e. Maintains accurate and accessible records including pre-trip inspection, fuel log, squawk sheets, and incident reports.
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	2. Dependability and Commitment to Job: Demonstrates a consistent, dependable work effort and positive attitude. a. Arrives to work both consistently and on time. b. Accepts and fulfills assigned work with a positive attitude. c. Makes whereabouts known while at work (radio on/time card checked). d. Makes Transportation Dept. Staff aware of additional free time in schedule. e. Demonstrates the flexibility and willingness to accept other tasks (field trips and/or shuttles).
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	3. Communication: Communicates completely and accurately in oral, written, and non-verbal form. a. Provides complete and accurate information to others as needed. b. Demonstrates positive interpersonal skills with adults inside/outside of the work area. c. Demonstrates positive interpersonal skills with students. d. Demonstrates ability to work as a team member. e. Maintains confidentiality. f. Accepts and offers constructive criticism in a positive manner.
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	

Employee: _____ Location: _____

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. Problem Solving: Demonstrates the ability to recognize and respond successfully to problems.

- a. Effectively manages student behavior.
- b. Demonstrates suitable alternative course of action and maintains composure when confronted by problems.
- c. Effectively communicates the cause of a problem to the appropriate individuals.

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. Organization and Coordination: Organizes and prioritizes as necessary.

- a. Willingly asks questions.
- b. Obtains information needed to effectively complete a task.
- c. Displays flexibility in adjusting work priorities.

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. District Safety and Maintenance: Ensures safety of self and others through proper use and care of District vehicles and equipment.

- a. Keeps bus/vehicle or work station clean and free of potential hazards.
- b. Consistently performs required pre-trip inspection.
- c. Operates vehicle in a safe manner.

PERFORMANCE SUMMARY/COMMENTS:

Type of Evaluation: _____ 30 Day _____ 60 Day _____ Annual _____ Other

Date Performance Conference Held: _____

It is understood that in signing this performance appraisal form, the employee acknowledges having seen and discussed its contents. Signing of the form by the employee does not necessarily mean agreement. However, refusal to sign the form in no way invalidates the report or its contents.

The employee has the right to add his/her comments:

Please sign and send a copy to Human Resources at the District Administration Office.

SIGNATURES:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Unit Administrator: _____

Date: _____