

PROCEDURES FOR EVALUATIONS}

1. **New employees** are to be evaluated at least 15 days prior to expiration of the probationary period. (Probation status as provided by the bargaining unit is: Evaluation 2nd week and 2nd month. **Section 6.1** - New employees shall be placed on a probationary status for a period of six (6) months. The immediate supervisor will, during the first days of employment, clearly define the duties and responsibilities of the position and will provide constructive evaluation during the first two (2) weeks of employment. New employees shall be evaluated at the end of the second month of employment by his/her immediate supervisor. The evaluation is to be submitted to the Personnel Office. If deficiencies are noted, the supervisor and the employee will consult in private conference and outline in writing performance standards that must be met. At the end of the sixth month, a decision will be reached as to the continued employment of the employee. The decision is to be submitted in writing to the Personnel Office.
2. **RETURNING EMPLOYEES** shall be evaluated annually (by June 1).
3. This written evaluation will be the result of a joint conference between supervisor and employee.
4. The original shall be given to the staff member upon completion of each evaluation. A copy will be placed in the employee's personnel file.
5. Any area in which "Unsatisfactory...Does not Meet Criteria" is indicated must be followed by written comments and the procedure(s) recommended for helping the individual become effective.
6. Any disagreement between supervisor and employee concerning the evaluation, must be indicated in writing, dated, and signed by both parties within five (5) working days after the conference. A copy shall be attached to the evaluation instrument.

BUS DRIVER EVALUATION

I CERTIFY THAT THIS REPORT HAS BEEN DISCUSSED WITH ME AND I HAVE RECEIVED A COPY. I UNDERSTAND MY SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT.

NAME _____

POSITION _____

BUILDING Transportation

20__ - 20__

EMPLOYEE SIGNATURE **DATE**

SUPERVISOR SIGNATURE **DATE**

ADDITIONAL SUPERVISOR COMMENTS

EMPLOYEE COMMENTS

SUPERVISOR SIGNATURE **DATE**

**North Kitsap School District #400
18360 Caldart Avenue NE
Poulsbo, WA 98370**

*REVISED010189*****

SATISFACTORY

UNSATISFACTORY

COMMENTS

	Meets Criteria	Needs Improvement	Does not Meet Criteria
Personal Qualities			
1. Attendance record	_____	_____	_____
2. Punctuality to work	_____	_____	_____
3. Demonstrates courtesy and tact when cooperating with			
a. The public	_____	_____	_____
b. The students	_____	_____	_____
c. The staff	_____	_____	_____
4. Overall attitude	_____	_____	_____
5. Initiative	_____	_____	_____
6. Ability to make decisions	_____	_____	_____
7. Accepts constructive suggestions and follows through	_____	_____	_____
8. Dependability	_____	_____	_____
9. Appropriate grooming and dress for the position	_____	_____	_____
10. Adapts to new students	_____	_____	_____
Job Performance			
11. Rapport with students and school staff	_____	_____	_____
12. Relates school programs and information to the public	_____	_____	_____
13. Training requirements	_____	_____	_____
14. Current certification	_____	_____	_____
15. Bus handling capability	_____	_____	_____
16. Fuel conservation practices	_____	_____	_____
17. Use of "8 Light" system	_____	_____	_____
18. Use of seat belt	_____	_____	_____
19. Adherence to speed limits	_____	_____	_____
20. RR crossing procedure	_____	_____	_____
21. Courtesy to driving public	_____	_____	_____
22. Loading/unloading procedures	_____	_____	_____
23. Attendance at driver meetings	_____	_____	_____
24. Student discipline	_____	_____	_____
25. Compliance with state, local, and district policies.	_____	_____	_____
26. General safety practices	_____	_____	_____
Equipment Maintenance			
27. Exterior bus cleanliness	_____	_____	_____
28. Interior bus cleanliness	_____	_____	_____
29. Proper use of transmission	_____	_____	_____
30. Thoroughness of pre/post trip	_____	_____	_____
Completion of Required Paperwork			
31. Current route maps	_____	_____	_____
32. Completion of daily log sheets	_____	_____	_____
33. Time sheet completion	_____	_____	_____

Any area in which "unsatisfactory - Does not meet Criteria" is indicated must be followed by written comments explaining the deficiency and the procedures recommended for helping the individual through self-improvement.