Edgecombe County Public Schools PERFORMANCE APPRAISAL CRITERIA <u>BUS DRIVERS</u>

Check (✓): ____ Mid-Year ____ Annual

Employee's Name:

_ SS# School: SWE Bus Supervisor: Dominique Manson

- **INSTRUCTIONS:**1. The evaluator is to rate the employee on a four-point scale as indicated below.
 - *2. The evaluator is encouraged to add pertinent comments
 - *3. The employee is provided an opportunity to react to the evaluator's ratings and comments.
 - 4. The evaluator and the employee must discuss the results of the appraisal and recommended action pertinent to it.
 - 5. The employee and the evaluator must sign the instrument in the assigned space.
 - 6. The instrument must be filed in the employee's personnel folder. * Additional comments / information can be written on the back of the form or attached.

MAJOR FUNCTION: A. JOB KNOWLEDGE/SKILLS:

- 1. Performs pre-trip/post trip inspections of bus.
- 2. Keeps interior of assigned bus clean.
- 3. Completes required reports so that they are clear and accurate.
- 4. Complies with state and district rules and regulations.
- 5. Maintains appropriate schedule(s) and for route(s).
- 6. Demonstrates good driving skills.
- 7. Skilled in driving in all weather and road conditions.
- 8. **EC BUS DRIVER ONLY**: Assists physically handicapped children in boarding and departing from the bus as needed.

Comments_

B. STUDENT MANAGEMENT SKILLS:

- 1. Maintains good student control.
- 2. Disciplines students using positive reinforcement.
- 3. Is cooperative, considerate, tactful and sensitive in managing students.
- 4. Communicates effectively with the school administrators on discipline of students.
- 5. Completes discipline referrals accurately when necessary.
- 6. Recognizes individual differences when disciplining students.

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Comments: Ms.Epps has set high expectations for her students and her student meet her expectations.

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			Above Standard	At Standard	Needs Improvement	Unsatisfactory
C.	<u>PE</u>	<u>RSONAL QUALITIES / ATTRIBUTES:</u>				
	1.	Is courteous to others.		X		
	2.	Reports to work on time and maintains good attendance.		X		
	3.	Maintains temper and professionalism when dealing with students, parents, supervisor, staff or co-workers.		X		
	4.	Accepts constructive criticism and recognition gracefully.		X		
	5.	Accepts willingly reasonable extra duties / assignments.		X		
	6.	Volunteers for extra duties / assignments.		X		
	7.	Demonstrates honesty and integrity		X		
	8.	Maintains personal hygiene and acceptable appearance.		X		

Comments:	Ms.	Epps	and	Ι	have	built	а	great	relationsh	nip.	She is	a l	hard	worker	who	is	open to
constructive		critic	ism		an	d		is	always	5	on		tiı	ne	to		work.

Evaluator's Summary Comments :

Ms. Epps is good fit here at SouthWest Edgecombe

Employee's Reactions to Evaluation _____

Evaluator's Signature: Dominique Manson Date Date

Employee's

Evaluator's Signature

Date

(Signature indicates the written evaluation has been seen and discussed).

Levels of Performance

Above Standard: Performance within this function area is frequently high. Some practices are demonstrated at a high level while others are at a consistently adequate/acceptable level. The individual sometimes seeks to expand scope of competencies and occasionally undertakes additional, appropriate responsibilities.

At Standard: Performance within this function area is consistently adequate/acceptable. Practices fully meet all performance expectations at an acceptable level. The individual maintains an adequate scope of competencies and performs additional responsibilities as assigned.

Needs Improvement: Performance within this function area is sometimes inadequate/unacceptable and needs improvement. The individual requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

Unsatisfactory: Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. The individual requires close and frequent supervision in the performance of all responsibilities.