

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

**PERFORMANCE APPRAISAL CRITERIA
BUS DRIVERS**

Rating Scale
(Please Check)

	Above Standard	At Standard	Needs Improvement	Unsatisfactory
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			

C. PERSONAL QUALITIES / ATTRIBUTES:

1. Is courteous to others.
2. Reports to work on time and maintains good attendance.
3. Maintains temper and professionalism when dealing with students, parents, supervisor, staff or co-workers.
4. Accepts constructive criticism and recognition gracefully.
5. Accepts willingly reasonable extra duties / assignments.
6. Volunteers for extra duties / assignments.
7. Demonstrates honesty and integrity
8. Maintains personal hygiene and acceptable appearance.

Comments: Ms. Epps and I have built a great relationship. She is a hard worker who is open to constructive criticism and is always on time 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 signature

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.