VEHICLE MECHANIC HELPER Summative Appraisal Form

Name_			School Location				
Appraisal Period: From to _		_ to	Date of Review				
Directions							
The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.							
Rating Scale							
5	Clearly Outstanding:	Performance i	s consistently far superior to what is normally expected.				
4	Exceeds Expectations:	Performance demonstrates increased proficiency and is consistently above expectations.					
3	Meets Expectations:	Performance meets expectations and presents no significant problems.					
2	Below Expectations: Performan exist.		s consistently below expectations and significant problems				
1	Unsatisfactory:	Performance i	s consistently unacceptable.				
0	Not Applicable						
JOB PERFORMANCE STATEMENTS							
Genera	l Duties						
1. Washes and performs maintenance on all buses and district vehicles.							
2.	_2. Conducts safety and operational inspection on buses and district vehicles.						
3.	Maintains vehicles in clean and safe operation conditions.						
4.	Services all vehicles and buses with gas and oil, and checks tires and batteries periodically.						
5.	Maintains records and check fuel tanks in vehicles.						
6.	Repairs flats						
7.	Operates hydraulic lift jacks.						
8.	Cleans and sweeps sho	Cleans and sweeps shop areas.					
9.	Assists mechanics in l	Assists mechanics in lifting heavy parts.					
COMM	IENTS:						

Other						
10. Exhibits punctuality a	nd dependability in the	e workplace.				
11. Performs other duties assigned by supervisor.						
12. Maintains confidentiality of information.						
COMMENTS:						
What strengths does		possess?				
	pus/department?		can make to ensure a higher degree			
Summative Conference Comments	::					
Recommendation of Evaluator:	I have read and recei	ved a copy of this e	evaluation. I have reviewed this			
Renewal and/or Extension of Non-renewal of Assignment Termination of Assignment Non-extension of Assignment	f Assignment					
Administrator (Print Name)		Date				
Administrator (Signature)		Date				
Employee's Signature		Date				