

**ROUTE COORDINATOR
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ 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 is 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:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Routes and Schedules

- ____ 1. Assigns bus drivers, bus routes, and substitutes for morning and afternoon shifts.
- ____ 2. Assists with or coordinates extracurricular transportation.
- ____ 3. Prepares data required to plan bus route and post route schedule.
- ____ 4. Prepares regular and special education bus routes.
- ____ 5. Coordinates and schedules all summer school routes.

COMMENTS: _____

Communication

- ____ 6. Dispatches drivers and vehicles and communicates with them using a two-way radio.

- ____ 7. Notifies drivers, parents, and school personnel of any changes in a student’s bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
- ____ 8. Maintains good public relations with students and school personnel.
- ____ 9. Helps schools place new students on the correct buses and advises drivers of new or dismissed students.
- ____ 10. Implements and monitors “Geo Fencing” Technology for out of town trips.

COMMENTS: _____

Reports/Records

- ____ 11. Maintains electronic mileage records on all bus routes and travel.
- ____ 12. Keeps electronic logs on fuel dispensing.
- ____ 13. Maintains electronic log book to include change notices to transportation personnel and schools.
- ____ 14. Maintains pertinent documentation on all special education students.
- ____ 15. Prepares various reports as required by the state, district, or department.
- ____ 16. Posts trips in trip book and sends out confirmations.
- ____ 17. Maintains electronic records on all out-of-town trips.
- ____ 18. Exhibits punctuality and dependability in the workplace.
- ____ 19. Performs other duties as assigned by supervisor.
- ____ 20. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____ 21. Assigns routes to drivers as needed.

COMMENTS: _____

What strengths do _____ possess?

