

BUS MONITOR
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

Student Management

- ____1. Supervises students as they board and depart bus and during transport.
- ____2. Escorts students into building and assist them to assigned location.
- ____3. Learns and adapts to each student's special medical, physical, communicative, and emotional needs.

COMMENTS: _____

Routes and Schedules

- ____4. Becomes familiar with all routes to and from school campus to be of assistance to driver.

COMMENTS: _____

Safety

- ____5. Supervises use of seat restraints, seat belts, harnesses, or car seats by students at all times.

- ____6. Follows emergency procedures and helps drivers administer CPR and/or first aid, if necessary.
- ____7. Operates equipment according to established safety procedures.
- ____8. Follows established procedures for student pick-up and drop-off including maintaining attendance records and authorized release documentation.
- ____9. Follows established procedures and techniques to perform job duties including lifting, assisting students, etc.
- ____10. Conducts a walkthrough of the bus before and after each use, checking each seat and space beneath to ensure there are no remaining passengers.
- ____11. Assists bus drivers with the boarding and exit wheelchair bound students.

COMMENTS: _____

Other

- ____12. Become familiar with and follow procedures established by SFDRICISD Transportation Department and SFDRICISD Head Start/Pre-Kindergarten Program.
- ____13. Effectively communicates with transportation staff, school staff including teachers and families concerning individual child needs and behaviors while riding the school vehicle.
- ____14. Helps driver keep bus in compliance with both federal and state requirements.
- ____15. Works irregular hours as needed.
- ____16. Exhibits punctuality and dependability in the workplace.
- ____17. Maintains confidentiality of information at all times.
- ____18. Participates in required Head Start staff development and training programs (CPR, First Aid, Child Abuse, Disability Awareness, Bus & Pedestrian Safety, child boarding and exiting procedures to include wheelchair safety, and use of seat restraints).
- ____19. Document and report /all incidents involving students and families, to school staff by end of the day.
- ____20. Participates in bus evacuation drills.
- ____21. Upholds and enforces school rules, administrative regulations, and state and local board policy.
- ____22. Performs other duties as assigned by supervisor.
- ____23. Ensure all First Aid Kits are property maintained.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator (Print Name)

Date

Administrator (Signature)

Date

Employee's Signature

Date