

STANDARDS FOR QUALITY PROFESSIONAL PRACTICE
"yODRIVER"

Name: _____ **Position:** _____ **Location:** _____

Evaluation Period From _____ **To:** _____ ☐ **Probationary** ☐ **Annual**

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consistently follows assigned schedule; Consistently performs duties with minimal supervision; Consistently maintains the cleanliness of the bus; Completes tasks in a timely manner; Accepts new or different conditions; adjusts quickly; cooperative; flexible; Consistently keeps work organized; carries out duties effectively and efficiently; Follows district and department procedures and policies; Follows pre-trip inspection procedures inside/outside the bus; Demonstrates defensive driving techniques; Adheres to all lines, markings and road signs; Follows proper student loading and unloading procedures; 	Comments/Goals:		
COMMUNICATION/TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Communicates with colleagues, follows instructions and uses appropriate problem solving and other skills that enhance the transportation team; Follows proper radio protocol; Positively communicates with colleagues; Uses effective communication skills with staff and students; Appropriately communicates with/responds to parents; Responds to e-mails in a timely manner; Follows written and verbal directions; Supports district goals and the instructional program; 	Comments/Goals:		
ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Regular attendance supports consistency in the work environment; Timely notice is given when absence is anticipated and proper procedures are followed; Arrives prepared to work at designated start time; Works full shift; leaves at designated end time; 	Comments/Goals:		

	Problem Area	Approaches Standard	Meets/Exceeds Standard
PROFESSIONALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Maintains confidentiality regarding student and school issues at all time, both at work and after work hours; Saves personal tasks for outside of work time; Positive attitude; enthusiastic; Maintains appropriate dress and appearance; Seeks professional growth opportunities as it pertains to job assignment; 	Comments/Goals:		
STUDENT SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides positive behavioral support and strategies for the management of students; Communicates and collaborates with school personnel in resolving student issues; Knowledge of, and ability to follow, required health, safety and emergency procedures as indicated; Relates to all children and youth in positive ways; Responds appropriately to the individual needs of children with positive techniques and proper discipline; Acts as a positive role model for students, including appropriate dress and appearance; 	Comments/Goals:		

Other Comments:

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature:

Date:

Evaluator Signature:

Date:

Employee Statement attached: ☐ Yes ☐ No