

Rockingham County Schools Bus Driver Evaluation

Driver's Name: _____

School(s) Served: _____ School Year: _____

Instructions:
Performance is to be rated either as "At Standard" or "Below Standard," with supporting statements recorded for each criterion rated as below standard, thus providing the basis for objectives for improvement of performance. "Below Standard" is to be indicated by 2; "At Standard" by 1. Unless a criterion is rated as below standard, it is understood to be at standard.

The principal of the school to which the driver reports is the primary evaluator. He/she may receive input from principals or assistant principals of other schools that are served by the driver, the Transportation Director, and/or mechanic. Whenever reference is made to the "principal," it is understood that such can be his/her designee. A copy of this form with original signatures is due in the Human Resources Department by May 25. One copy is to be given to the driver, and one copy is to be filed at the school.

Bus drivers are to be evaluated each school year.

Performance Criteria	"Below Standard" 2	"At Standard" 1	SUPPORTING STATEMENTS
CATEGORY A - BUS OPERATIONS	2	1	SUPPORTING STATEMENTS
1. Exercises the greatest care at all times in the transportation of student.			
2. Operates the bus at a safe speed, not to exceed 45 miles per hour when no intermittent stops are made, or minimum legal speed allowable; except, 25 miles per hour in school zones, and 10 miles per hour (posted) on school grounds.			
3. Adheres to the schedule by arriving at stops and schools on time each morning.			
4. Loads and unloads only at regularly designated stops, except by permission of the principal.			
5. Reports request for changes in the schedule to the principal.			
6. Wears safety lap belt when bus is in operation.			
7. Conducts emergency exit drills under the supervision of the principal (or designee), and in accordance with State Regulations.			
8. Activates bus warning and stoplights at appropriate distance, and stop arms at all stops.			
9. Follows proper procedures in crossing railroad tracks.			
10. Allows nothing to be placed on the bus where by passage to aisles, entrance, and emergency doors becomes restricted.			
11. Allows no posters, stickers, or advertising material to be placed in or on the bus.			
12. Is in the driver's seat when students are in the bus.			
13. Keeps the bus still until all boarding students are seated.			
14. Requires all students to remain in their seats while the bus is in motion.			
15. Knows all children assigned to his/her route and permits no others to ride without written authorization signed by the parent (legal guardian) and principal.			
16. Displays "red" RCS flag in back window at the end of each trip. (Only needed on older buses with no electronic child reminder system.)			
CATEGORY B - REPORTS AND REPORTING	2	1	SUPPORTING STATEMENTS
1. Makes a proper count of pupils transported and reports overloads to the principal daily on sign-in sheet.			
2. Performs pre-trip inspection before trips and post-trip inspections and properly documents the same on appropriate forms.			
3. Notifies the principal and mechanic of mechanical and related problems as they arise.			
4. Follows prescribed procedures as outlines in the Handbook for School Bus Drivers in case of a collision or breakdown.			
5. Reports all collisions in accordance with local policy.			
6. Assist the principal in reviewing the schedule of stops in the Fall of each school year, if requested, and retains a copy of the schedule on the bus.			
7. Completes appropriate absentee form on returning to work and submits the form to the school secretary.			
8. Prepares time sheet appropriately and submit on due date to the school secretary (or principal designee).			
9. Keep daily and monthly records and reports and submits to the principal (or designee).			
CATEGORY C - RAPPORT AND COMMUNICATION	2	1	SUPPORTING STATEMENTS
1. Informs students of rules and expectations for riding the bus.			
2. Encourages students to report to bus stops promptly.			
3. Works well with students but maintain an "in charge" attitude on the bus and consults the principal if a problem becomes evident. Such problems are described on appropriate referral forms.			
4. Is cooperative and pleasant with parents, school staff, and Transportation Department personnel.			
5. Is a positive role model for students through dress, conduct, and interpersonal communication.			
6. Follows written and oral directions.			
7. Is cooperative in making special trips as assigned by principals.			
CATEGORY D - VEHICLE MAINTENANCE	2	1	SUPPORTING STATEMENTS
1. Secures bus properly when parked.			
2. Cleans bus inside daily. Empties trash can and keeps rear windows free of dirt and dust.			
3. Checks bus interior after each trip for vandalism, and reports such to the principal.			
4. Keeps dash area clear at all times.			
CATEGORY E - BUS DRIVER RESPONSIBILITIES	2	1	SUPPORTING STATEMENTS
1. Knows and abides by State and local Board of Education regulations.			
2. Gives adequate notification to the principal when unable to drive.			
3. Is dependable. Reports to work regularly and on time.			
4. Knows and abides by Handbook for School Bus Drivers.			
5. Uses levelheaded judgment.			
OVERALL PERFORMANCE	2	1	

Evaluator's Summary Comments: _____

Bus Driver's Comments: _____

Evaluator's Signature

Bus Driver's Signature

Date

Date

Signature indicates that the written evaluation has been seen and discussed.