

# BUS DRIVER EVALUATION

Tacoma  
Public Schools

Exceptional  
Meets  
Expectations  
Needs  
Improvement  
Not  
Observed

	Exceptional	Meets	Expectations	Needs	Improvement	Not	Observed
<i>Job Knowledge/Skills</i>							
Performs pre-trip/post-trip inspection of bus to ensure it is in safe operating condition							
Keeps interior/exterior of bus clean							
Demonstrates good technical driving skills							
Is courteous, careful, attentive and alert while driving							
Skill in driving in all weather and road conditions							
Maintains appropriate schedule(s) for route(s)							
Maintains a clear and thorough route book							
Skilled in following directions and maps							
Completes Vehicle Condition Reports (VCR) as needed							
Complies with state, local and district regulations							
Assists physically handicapped children in boarding and departing from the bus as needed							
Demonstrates safe lifting procedures							
<i>Student Management Skills</i>							
Disciplines students using positive reinforcement							
Is cooperative, considerate, tactful and sensitive in managing students							
Deals with emergencies effectively							
Communicates effectively with teachers on discipline of students							
<i>Personal Qualities</i>							
Recognizes individual differences when disciplining students							
Does not lose temper or argue with students, parents, staff or co-workers							
Maintains temper and professionalism when dealing with citizens							
Is courteous to others							
Communicates positively while using the 2-way radio							
Cooperates with building administrators & transportation staff, keeping them informed of needed changes							
Adjusts easily to new assignments or changing working/driving conditions							
Reports to work on time							
Attendance							
Dress appropriately--neat, clean and well-groomed							

Name \_\_\_\_\_ Period of report \_\_\_\_\_

Date \_\_\_\_\_ Job title \_\_\_\_\_

1 - Evaluator's comments:

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1. Employee's comments:

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Evaluator's signature \_\_\_\_\_

Date \_\_\_\_\_

*The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed it with the evaluator and/or supervisor*

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_