

APPENDIX C  
EVALUATION FORM  
MUSCATINE COMMUNITY SCHOOL DISTRICT

Bus Drivers Group

Adopted March 30, 1992

Evaluation of skills and behavior of school bus drivers

Rank (1-2)

Ranking and explanation of ranking system:

The supervisor shall place either a 1 or a 2 in the place provided that best describes the type of behavior or skill-level witnessed by the supervisor in day-to-day operations.

1. Regularly performs satisfactorily
2. Does not regularly perform satisfactorily

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1. Attendance
    - A. The driver reports absences in time to get substitutes. \_\_\_\_\_
    - B. Reports for work on time on a regular basis. \_\_\_\_\_
  
  2. Takes care of equipment: (given time and constraints)
    - A. Performs daily interior bus clean-up \_\_\_\_\_
    - B. Performs exterior bus washings in the prescribed manner \_\_\_\_\_
    - C. Performs daily inspections of interior/exterior lights \_\_\_\_\_
    - D. Reports student damage to busses daily \_\_\_\_\_
    - E. Requests the mechanics assistance appropriately \_\_\_\_\_
  
  3. Timely performance of duties:
    - A. Operates on schedule \_\_\_\_\_
    - B. Does not modify route until approved by supervisor \_\_\_\_\_
    - C. Adopts route changes as directed \_\_\_\_\_
  
  4. Responsiveness to needs:
    - A. Is willing to help coworkers \_\_\_\_\_
    - B. Can work as a team member \_\_\_\_\_
    - C. Accepts constructive criticism and correction \_\_\_\_\_
    - D. Can work with a variety of people who differ in lifestyles and work habits \_\_\_\_\_
  
  - Working with other to achieve goals:
    - A. Ability to take direction from supervisor \_\_\_\_\_
    - B. Demonstrates a willingness to work with students, employees, and the public regardless of race, gender, age, disability, sexual preference, gender identity, or other protected class status. \_\_\_\_\_
  
  - Personal hygiene and appropriate attire:
    - A. Exercises good personal hygiene \_\_\_\_\_
    - B. Wears clean clothing, appropriate for work conditions \_\_\_\_\_
  
  5. Reporting and paperwork skills:
    - A. Maintains an accurate route sheet and map \_\_\_\_\_
    - B. Maintains pre-inspection daily logbook \_\_\_\_\_
    - C. Completes other assigned reports in an accurate manner \_\_\_\_\_

6. Student discipline skills:
- A. Has attended training on student discipline \_\_\_\_\_
  - B. Follows prescribed disciplinary rules and procedures in a consistent manner \_\_\_\_\_
- Periodic on-board evaluation of drivers \_\_\_\_\_

Evaluation of skills and behavior of school bus drivers Rank (1-2)

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The supervisor shall place either a 1 or a 2 in the space provided that best describes the type of behavior or skill-level witnessed by the supervisor in on-board observations.

- 1. Regularly performs satisfactorily
  - 2. Does not regularly perform satisfactorily
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7. Bus driving skills:
- A. Can back-up in the prescribed manner \_\_\_\_\_
  - B. Can turn in the prescribed manner \_\_\_\_\_
  - C. Drives at speeds appropriate to conditions and laws \_\_\_\_\_
  - D. Can stop safely within prescribed limits \_\_\_\_\_
  - E. Operates vehicles according to safety standards \_\_\_\_\_
  - F. Driver is in control of the students on the bus \_\_\_\_\_
  - G. Drives vehicles with apparent concern for rider's safety. \_\_\_\_\_

Driver's comments and response to evaluation:

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Signature of evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Director of Human Resources and filed on this date: \_\_\_\_\_

The above signature confirms that the employee has knowledge of this appraisal but does not necessarily imply agreement.