

# **Rappahannock County Public Schools**

## **Transportation Performance**

### **Evaluation System**



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## STANDARDS AND ASSESSING

**A fair and comprehensive evaluation system provides sufficient detail and accuracy so that both bus drivers and their evaluator will reasonably understand the job expectations.**

# PERFORMANCE STANDARDS

## **Performance Standard 1: Vehicle Operation and Care**

The driver is expected to operate his or her school bus/vehicle in conformity with Federal, State and Local Laws, policies and regulations.

## **Performance Standard 2: Work Performance**

The driver is expected to perform his or her assignment in conformity with the expectations established by the Rappahannock County School Board, including the transportation handbook, school board policy manual and bus driver employment contract.

## **Performance Standard 3: Communication**

The driver is expected to effectively communicate with students, parents, principals, office staff and supervisor.

## **Performance Standard 4: Professionalism**

The driver displays and promotes the basic values of honesty, respect, courtesy, morality, accountability and responsibility.

## **Performance Standard 5: Student Management**

The driver is expected to maintain a safe and secure environment for all students.

## **Performance Standard 6: Workplace Environment**

The driver contributes to a positive workplace environment.

# ASSESSING PERFORMANCE

## **Definitions of ratings:**

- **4: Performance Exceeds Standard**

The classified employee performing at this level maintains performance, accomplishments, and behaviors that consistently and considerably surpass the established standards and consistently generates evidence that shows impact beyond his/her own position/work site. Note: "Exceeds standard has the "Meets Standard" descriptors as prerequisites.

- **3: Performance Meets Standard**

Performance that consistently meets expectations resulting in quality work in the accomplishment of the job performance standards identified for the driver. This is the acceptable performance level that is expected.

*Comments also may indicate if the driver's performance meets the criteria, but still requires improvement. If so, comments should specify the performance standards in which the evaluator desires improvement and the means by which that improvement will be measured.*

- **2: Performance Developing/Needs Improvement**

Inconsistently performs at the established standard.

- **1: Performance is Unsatisfactory**

Unsatisfactory performance that requires significant improvement to justify continued employment. The evaluator should cite specific evidence in a narrative format (i.e., describe examples of specific behaviors on the part of the bus driver that illustrate the deficiency.)

**\*\* Note: If an employees' service exceeds the standard, the evaluator may note and specify such service. Comments should specify how the performance exceeds the standard(s).**

# TRANSPORTATION PERFORMANCE EVALUATION REPORT

**Driver Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Performance Standard 1: Vehicle Operation and Care**

*The driver is expected to operate his or her school bus in conformity with Federal, State and Local laws, policies and regulations.*

	<b>Element 1:</b> Performs pre-trip inspection prior to each trip.
	<b>Element 2:</b> Performs post-trip inspection immediately after discharging students to ensure that no child is left on the bus.
	<b>Element 3:</b> Reports defects immediately to technicians or office staff utilizing the proper form of documentation.
	<b>Element 4:</b> Maintains proper vehicle speed at all times.
	<b>Element 5:</b> Maintains a sanitary and safe vehicle at all times.
	<b>Element 6:</b> Reports all incidents immediately to supervisor or his/her designee.

Comments:

**Performance Standard 2: Work Performance**

*The driver is expected to perform his or her assignment in conformity with the expectations established by the Rappahannock County School Board, including the transportation handbook, school board policies and the bus driver employment contract.*

	<b>Element 1:</b> Maintains a positive driving record, and must report any moving violations immediately to the Supervisor of Transportation and/or his/her designee. A driver may not have 2 moving violations within 1 year.
	<b>Element 2:</b> Maintains a level of health as described by the Department of Education physical evaluation and the Fitness for Duty.
	<b>Element 3:</b> Attends work daily. All leave must be requested in accordance with the employee handbook.
	<b>Element 4:</b> Operates his or her route as written by the transportation department. Any variations must be approved in advance by the transportation department.
	<b>Element 5:</b> Performs route on a consistent schedule to avoid confusion for patrons.
	<b>Element 6:</b> Conducts two emergency evacuation drills each year.
	<b>Element 7:</b> Reports any safety concerns with his or her route to the transportation department.
	<b>Element 8:</b> Minimizes idling and unnecessary travel with the bus to conserve fuel.
	<b>Element 9:</b> Adheres to proper parking procedures at school, transportation facility and at home.

Comments:

**Performance Standard 3: Communication and Collaboration**

*The driver is expected to effectively communicate with students, parents, principals, office staff and supervisor.*

	<b>Element 1:</b> Maintains a professional demeanor when communicating with students, parents, principals, office staff and supervisor at all times.
	<b>Element 2:</b> Adheres to chain of command when addressing a conflict.
	<b>Element 3:</b> Communicates in both verbal and written formats to address concerns.

Comments:

**Performance Standard 4: Professionalism**

*The driver displays and promotes the basic values of honesty, respect, courtesy, morality, accountability and responsibility.*

	<b>Element 1:</b> Demonstrates honesty, respect and high moral standards in all interactions.
	<b>Element 2:</b> Is consistent, reliable and dependable.
	<b>Element 3:</b> Is accountable for his or her actions.
	<b>Element 4:</b> Demonstrates the ability to handle matters in a confidential and professional manner.
	<b>Element 5:</b> Dresses appropriately, including closed heel shoes with heel securement.
	<b>Element 6:</b> Completes all required reports accurately and on time without prompting.

Comments:

## Performance Standard 5: Student Management

*The driver is expected to maintain a safe and secure environment for all students.*

	<b>Element 1:</b> Explains and enforces the safety rules established by Rappahannock County Public Schools.
	<b>Element 2:</b> Makes every effort to ensure that all students are safely and properly seated on the bus/vehicle at all times.
	<b>Element 3:</b> Assesses and reports incidents on board the bus to administration to ensure fair discipline.
	<b>Element 4:</b> Seeks assistance from parents, teachers, principals and transportation staff to manage discipline on the bus/vehicle.
	<b>Element 5:</b> Confer with school administration concerning incidents of perceived bullying.
	<b>Element 6:</b> Reports all acts of violence, sexual harassment, weapons, drugs, tobacco and alcohol immediately to a school administrator.

Comments:

## Performance Standard 6: Workplace Environment

*The driver contributes to a positive workplace environment.*

	<b>Element 1:</b> Contributes to a safe physical, intellectual, and emotional workplace setting that maximizes the performance environment for fellow employees.
	<b>Element 2:</b> Promotes a climate of trust and teamwork within the workplace.
	<b>Element 3:</b> Demonstrates caring, fairness, respect and enthusiasm toward fellow employees in all conduct and communications.
	<b>Element 4:</b> Respects diversity among fellow employees, including language, culture, race, gender and special needs.

Comments:

# OVERALL SUMMARY

## Overall Evaluation Summary Criteria

Place check in appropriate box below.

<input type="checkbox"/>	Recommend continued employment.
<input type="checkbox"/>	Place on a plan of improvement.
<input type="checkbox"/>	Recommend non-renewal.

Explanation:

Employee Comments:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_