JACKSON PUBLIC SCHOOL DISTRICT

BUS DRIVER EVALUATION REPORT

Employee's Name _____ Social Security # _____
Last First Middle Initial

Department/School _____ Job Title _____

PERFORMANCE FACTORS:

PERFORMANCE ASSESSMENT

STANDARD

	Not Applicable	Unsatisfactory	Improvement Needed	Satisfactory	Satisfactory Plus
1. SAFETY ..... Consider: Obedience of traffic laws, rules and regulations; operation of bus in safe manner; enforcing student safety rules	○	○	○	○	○
2. JOB KNOWLEDGE ..... Consider: Knowledge of city streets, bus rules and regulations, and district policy	○	○	○	○	○
3. WORK HABITS AND ATTITUDES ..... Consider: Dependability, punctuality, loyalty, performance under pressure, job interest, and disposition toward job	○	○	○	○	○
4. JUDGMENT ..... Consider: Ability to make good, safe decisions	○	○	○	○	○
5. INITIATIVE ..... Consider: Amount of supervision required and ability to take appropriate action	○	○	○	○	○
6. CARE OF EQUIPMENT ..... Consider: Treatment of equipment and facilities and cleanliness of bus	○	○	○	○	○
7. JOB ACCOMPLISHMENT ..... Consider: Satisfactory completion of assigned work	○	○	○	○	○
8. RELATIONSHIPS/COOPERATION ..... Consider: Ability to work effectively with others	○	○	○	○	○
9. PROFESSIONAL DEVELOPMENT ..... Consider: Employee's total growth during period and completion of required credits	○	○	○	○	○
10. PERSONAL APPEARANCE ..... Consider: Daily wearing of uniform; neatness and grooming	○	○	○	○	○

COMMENTS _____

_____ _____ _____
EMPLOYEE'S SIGNATURE SUPERVISOR'S SIGNATURE DATE

Signature does not indicate agreement or disagreement but that this evaluation has been discussed with employee.

WHITE COPY – Office of Human Resources **YELLOW COPY –** Employee **PINK COPY –**Supervisor