

Monte Vista School District Transportation Performance Evaluation Report

Name _____ Date _____ Mid-Year _____ End of Year _____

Complete this Employee Performance Evaluation using the following scale:

5= Exemplary- Always exceptional. Substantially exceeds job requirements.

3= Proficient- Meets all job requirements.

1= Basic-Significant improvement required to meet job expectations.

4= Accomplished- Work is of high quality and often exceptional.

2= Partially Proficient- Requires improvement to meet the job requirements.

Any item rated a 2 or below requires written comment.

Quality of Work	Dependability	Initiative	Interpersonal Relations	Integrity
<p>_____ Abide by all local, state and district policies and procedures</p> <p>___CDE rules for Operation of a school transportation vehicle</p>	<p>_____ Ensure all activities conform to CDE rules and regulations refer to</p> <p>___Discharge only eligible students only at authorized stops in order to accurately account for the safety and whereabouts of each and every student.</p> <p>___Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.</p>	<p>_____ Follows school policy for absences or tardiness by calling at earliest opportunity.</p> <p>___ Understands the tasks to be completed. Follows transportation policies and helps to keep the description of the job up to date and accurate.</p> <p>___ Recognizes that s/he is part of a team and shows initiative. Actively participates in team meetings, suggests improvement strategies and acts upon those adopted.</p>	<p>_____ Communicates effectively and works cooperatively with school Staff and community to ensure a positive environment.</p> <p>___Reacts to change and interruptions in a positive manner; meets deadlines and ensures that all activities are completed.</p> <p>___Maintains a high level of confidentiality in order to comply with legal requirements and maintain a professional work environment.</p> <p>___Exercise responsible leadership and good judgment in all settings.</p>	<p>_____ Provide clean, safe and reliable transportation to ensure students benefit from district programs and activities.</p> <p>___Reports and documents all activities not in compliance with the law or school policies.</p>
Comments	Comments	Comments	Comments	Comments

General Comments: _____

Growth Plan

____ Growth plan not required ____ Growth plan requirements were adequately met. ____ Growth plan requirements were not met.

Area(s) Of Concern: _____

How Improvement Will Be Made: _____

To be completed following employee efforts to meet growth plan requirements.

Evidence That Growth Has Been Successfully Completed: _____

Signature of Evaluator: _____ Employee signature: _____ Date: _____