

Emery County School District
Support Staff Employee Evaluation – Transportation Supervisor

Employee _____

Evaluation Date _____

1 = Not Effective* 2 = Effective 3 = Highly Effective
 *Comment Required

•WORKPLACE SKILLS

Observes work hours/attendance	1	2	3
Practices safe work habits	1	2	3
Provides for evaluation and supervision of transportation personnel, including organizing work priorities, schedules and training	1	2	3
Demonstrates ability to schedule transportation projects, routes, and trips	1	2	3
Effectively manages transportation budget, inventory and ordering of supplies, equipment, and materials	1	2	3
Routinely inspects transportation facilities, monitors work activities and insures compliance with safety and other work activity standards	1	2	3
Supervises and insures that all District vehicles and buses are properly maintained	1	2	3
Insures that bus routes, stops, trips and work projects are established and special activity trips are scheduled and monitored	1	2	3
Insures compliance with all local, state and federal guidelines and laws relating to bus safety, inspection and maintenance	1	2	3
Effectively works with bus drivers, principals, parents, student and administration to resolve issues related to transportation	1	2	3
Skillfully uses and cares for tools and diagnostic equipment used in repair	1	2	3
Stays current on newest vehicle and bus specifications, trends, and costs	1	2	3
Recommends to the District the purchase and replacement of District buses and vehicles	1	2	3
Submits all reports in a timely manner	1	2	3

•INTERPERSONAL SKILLS

Practices positive public and staff relations – works well with administration, coworkers school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3

Is an effective team worker 1 2 3

Uses appropriate language and tone when speaking to others 1 2 3

•ADAPTABILITY

Is open to alternatives and suggestions – is flexible 1 2 3

Maintains composure in stressful situations 1 2 3

Demonstrates good judgment/makes reasonable decisions 1 2 3

PROFESSIONAL RESPONSIBILITIES

Keeps informed and adheres to policies and regulations applicable to the position 1 2 3

Willingly shares ideas and expertise with colleagues 1 2 3

Handles confidential/sensitive information appropriately 1 2 3

Performs other job related duties as assigned by the Business Administrator/Supt. 1 2 3

Promptly and effectively responds to concerns and complaints 1 2 3

Supports school and district goals and policies 1 2 3

OVERALL ANNUAL RATING (Summative) 1 2 3

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

Self Improvement Goal for Next Year _____

*Evaluator Comments: (Required for #1 ratings)

This evaluation represents my best judgment of the employee’s performance. I hereby recommend:
____ Employee be retained as a Provisional Employee (Policy GDA)
____ Employee be retained as a Career Employee (Policy GDA)
____ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
____ Employee be put on probation
____ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee _____ Date _____

This evaluation has been discussed with me and I have received a copy.

Signature of Employee _____ Date _____
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

Employee Comment: (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)