

LA JOYA INDEPENDENT SCHOOL DISTRICT TRANSPORTATION DEPARTMENT Bus Driver's Evaluation Form

Name: _____ Date: _____ Route Number: _____

A. Driving Skills 1. Speed a. Drives at safe speed as per speed limits. b. Was observed speeding. Location _____ Speed limit. ____ 20mph ____ 30mph ____ 35mph ____ 40mph ____ 45mph ____ 50mph Speeding at ____ mph	PERFORMANCE		
	Unsatisfactory	Needs Improvement	Satisfactory
2. Drives carefully & alertly in order to avoid an accident.			
3. Crosses streets to the left of the street or road.			
4. Is courteous to other bus drivers and motorists.			
5. Uses signal lights when turning.			
6. Accelerates bus at a gradual and safe rate of speed in order not to place too much force on the engine.			
7. Brings bus to a gradual stop instead of abruptly slamming the brakes on.			
8. Makes complete stops instead of "rolling" stops.			
9. Obeys traffic signals and lights.			
10. Executes proper maintenance of engine.			
11. Stops at all railroad crossings and turns on the four-way lights only.			
12. Turns on large amber lights with plenty of time before stopping to load and unload students.			
13. Stops OFF the highway or road to load or unload students			
B. Driving Skills			
1. Keeps student noise level at acceptable volume.			
2. Keeps students from walking or running in the bus while bus is in motion.			
3. Keeps students from defacing the inside of the bus (cutting, tearing or marking seats, walls and ceiling.			
4. Carries waste receptacle and makes students throw trash in it in order to maintain a clean bus.			
5. Carries a first aid kit with all necessary items.			
6. Carries a fire extinguisher with appropriate content level.			
7. Keeps student from standing on the stairway.			
8. Keeps student from sticking their limbs (head and/or arms) out of the window.			
9. Keeps student from sitting on the backrests (seats).			
10. Keeps student from throwing objects out of the window.			
11. Keeps student from shouting or making obscene signs at pedestrians.			
12. Utilizes the Bus Conduct Report to maintain good discipline in the bus.			
C. Public Relations (Ability to deal in an acceptable manner with parents, teachers, principals or colleagues with whom he comes in contact in his line of duty.)			
1. Is a good listener when a person is talking or complaining.			
2. Talks to people in a calm voice without getting upset.			
3. Is open-minded and tries to understand the other person's point of view.			
4. Makes an effort to be helpful to parents, teachers, principals and other persons who ask for assistance.			
5. Takes time (when possible) to explain the situation in question or makes an appointment to a later date to do so.			
6. When stopping at railroad crossings or loading students allows traffic behind the bus to pass after moving forward in order not to hold traffic up.			
7. Is a courteous driver.			
8. Treats all students fairly without showing favoritism toward anyone.			
9. Treats all students with respect in order to gain their respect.			
D. Administration (Paperwork and habits.)			
1. Fills out the Daily Operation Report properly and on time.			
2. Is reliable - starts trips on time.			
3. Is dependable - shows up for assigned trips or makes arrangements for substitute to take over in case of absence.			
4. Fills out Register of Eligible Riders properly and turns it in on time.			
5. Is cooperative and helpful - furnishes office personnel with needed information.			
E. Other Responsibilities			
1. Absences/Tardiness			
2. Accidents			
3. Attitude toward job.			
4. Bus maintenance			
5. Extra-curricular activities			
6. Proper uniforms			
7. Smoking			
8. Controlled Substances			
Overall Evaluation:			

Evaluator's comments: _____

Evaluator's signature _____ Date _____

Bus Driver's comments: _____

Bus Driver's signature: _____ Date _____