



District School Board of Pasco County
BUS DRIVER EVALUATION FORM

MIS Form #353
 Rev. 9/15

Name _____

Employee ID Number _____

Job Title _____

Department _____

Instructions: Please assess the employee's performance during the past year on each item by checking the appropriate box based on the rating key below. Please provide supporting comments for each area evaluated.

Rating Key			
RATING	VALUE	DEFINITION	EXAMPLES
OUTSTANDING	5	Employee consistently exceeds the performance expectations of the position.	<ul style="list-style-type: none"> Requires little or no supervision in accomplishing tasks and seeks opportunities to enhance the organization. Possesses highly advanced job knowledge. The employee is relied upon to solve complex problems and applies creativity and innovative approaches in formulating solutions.
ABOVE EXPECTATIONS	4	Employee consistently meets and often exceeds the performance expectations of the position.	<ul style="list-style-type: none"> Requires minimal supervision in accomplishing tasks. Possesses a thorough knowledge of the job and often solves or assists in solving complex problems.
MEETS EXPECTATIONS	3	Employee consistently meets and may occasionally exceed performance expectations of the position.	<ul style="list-style-type: none"> Requires moderate supervision from management in accomplishing tasks. Possesses sufficient knowledge and/or initiative to execute duties and responsibilities.
BELOW EXPECTATIONS	2	Employee exhibits inconsistent job performance but has the capacity to improve to meet the performance expectation of the position.	<ul style="list-style-type: none"> Sometimes requires close supervision where he/she should be operating on his/her own. Sometimes lacks the initiative, and/or job knowledge to execute his/her duties and responsibilities.
FAR BELOW EXPECTATIONS	1	Employee consistently fails to meet performance expectations.	<ul style="list-style-type: none"> Requires close supervision and his/her work requires continual correction. The employee's job knowledge is insufficient to meet daily requirements.
N/A	None	Not applicable or unable to determine.	

	Outstanding	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations	
Column Point Value – Mark the applicable column with an “x”	5	4	3	2	1	NA
1. Bus Cleanliness						
Maintains a clean bus in accordance with Transportation Services established procedures and cleaning/maintenance schedules.						
Comments:						



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	Outstanding	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations	
Column Point Value – Mark the applicable column with an “x”	5	4	3	2	1	NA

2. Bus Discipline

Establishes and maintains order in environment conducive to student success, safety and well-being, in accordance with District policy and Transportation Services procedures.

Comments:

3. Driving Ability

Operates bus in safe and responsible manner, in accordance with all applicable laws, rules, statutes, District policy and Transportation Services procedures.

Comments:

4. Professionalism

Conducts him/herself in a professional manner including communication, appearance and approachability. Demonstrates understanding of the importance of maintaining a professional demeanor in relationship to overall impression of the organization.

Comments:

5. Reliability

Attends works as scheduled; arrives at assigned work station by the established start time and adheres to established break and lunch schedules; demonstrates good attendance record, including punctuality.

Comments:



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	Outstanding	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations	
Column Point Value – Mark the applicable column with an “x”	5	4	3	2	1	NA
6. Work Ethic						
Demonstrates a positive attitude and willingness to assist other staff with related work assignments or projects that may not typically be assigned on a routine basis; performs work in a manner that adheres to Transportation Services procedures, guidelines and instruction provided by supervisor.						
Comments:						

Column Point Value	5	4	3	2	1	N/A
Column Subtotals: Indicate the number of marks in each column.						
Column Point Totals: Represents the column subtotal multiplied by the corresponding column point value in each column (n/a excluded)						
OVERALL POINT VALUE: Represents the average of all points awarded, excluding criteria not applicable (n/a).						

OVERALL RATING

Highly Effective
 4.5-5.0

Above Expectations
 3.5-4.49

Meets Expectations
 2.75-3.49

Below Expectations
 < 2.75

Unsatisfactory
 One or more component rating of 1 or two consecutive overall ratings equal to Below Expectations



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Evaluator Comments:

Evaluator Signature/Date

Signature of Evaluator's Supervisor/Date

Employee Comments:

Employee Signature/Date

By signing above, I acknowledge receipt of this completed evaluation form, which will be stored in my official personnel file. My signature does not constitute agreement regarding any ratings or comments made herein. By signing above, I also acknowledge that this completed evaluation form is subject to disclosure under Florida's public records laws.