



# Powell County Schools

## Classified Evaluation

### BUS DRIVER



Name: \_\_\_\_\_ School Year: \_\_\_\_\_

#### BUS DRIVER CLASSIFIED EVALUATION PROCESS

Component of Evaluation Process	Bus Driver	Supervisor
Self-Reflection	Completed by August 30th or within 30 days of hire	Reviewed by September 15th or within 15 days of due date for new hires
Professional Growth Plan	Completed by August 30th or within 30 days of hire	Approved by September 15th or within 15 days of due date for new hires
Beginning of the year conference to review self-reflection and PGP, establish goals, and discuss concerns	Conference between evaluatee and supervisor by September 15th or within 15 days of hire for new hires	Conference between evaluatee by September 15th or within 15 days of hire for new hires
Professional Learning	Document throughout the year; best practice to complete required hours prior to summative evaluation but Due June 30th	Review during summative evaluation
Summative Evaluation	To be completed by the supervisor and reviewed with the evaluatee by May 1st	To be completed by the supervisor and reviewed with the evaluatee by May 1st  Must be filed with the evaluation coordinator by May 15th

# Powell County Bus Driver Self-Reflection Page 1 of 2

*Using the Bus Driver Performance Standards, complete your self-reflection on the next two slides by assessing yourself as satisfactory, improvement needed, or unsatisfactory for each performance standard and identify strengths and areas of growth for each standard.*

**Due Date: August 30th or within 30 days of hire**

Performance Standard	Standard Description	Self-Assessment (Satisfactory, Needs Improvement, or Unsatisfactory)	Strengths and areas for growth
<b>Standard 1</b> Proper Driving Techniques	Uses proper driving techniques to ensure the safety of all passengers		
<b>Standard 2</b> Student Loading and Unloading	When loading and unloading students, all proper procedures are implemented		
<b>Standard 3</b> Turn-around and Backing Up	Uses proper procedures and safety precautions when turning around and backing up		

## Powell County Bus Driver Self-Reflection Page 2 of 2

Performance Standard	Standard Description	Self-Assessment (Satisfactory, Needs Improvement, or Unsatisfactory)	Strengths and areas for growth
<b>Standard 4</b> Administrative Procedures	Completes all administrative procedures proficiently		
<b>Standard 5</b> School Bus Cleanliness and Inspection	Maintains clean school bus		
<b>Standard 6</b> Interpersonal Relationships	Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members		

**Bus Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Powell County Bus Driver Professional Growth Plan

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*Using your self-reflection, additional data, and consultation with your supervisor, complete your professional growth plan by developing two professional growth goals and identifying the standard(s) aligned to each of your growth goals.*

***Due Date: August 30th or within 30 days of hire***

<b>Professional Growth Goal #1</b>	
<b>Standard(s) Aligned to Professional Growth Goal</b>	

<b>Professional Growth Goal #2</b>	
<b>Standard(s) Aligned to Professional Growth Goal</b>	

# Powell County Bus Driver Professional Growth Plan

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Comments	Bus Driver Comments	Supervisor Comments
<b>Comments for Initial Approval</b> <i>Completed at Beginning of the Year Conference</i>		
<b>Comments for End of Year Review</b> <i>Completed at End of Year Conference</i>		

Conference	Date	Bus Driver Signature	Supervisor Signature
Beginning of Year Conference			
End of Year Conference			

# Powell County Bus Driver Professional Learning Log

*Document all Professional Learning hours on the Powell County Learning Log Slide to review with your supervisor during the end of year conference.*

**Due Date: June 30th**

**Best Practice to be completed prior to your Summative Evaluation**

Date	Hours 24 required	Name of Professional Learning Engaged or Presented	Professional Reflections

**TOTAL:** \_\_\_\_\_

**Bus Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Powell County Bus Driver Summative Evaluation

*Using data collected through daily performance, conferences, and other sources of evidence,  
your supervisor will complete the summative evaluation*

**Due Date: May 1st**

**Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

Route Hazard Information	Number on Route
Railroad Crossings	
Dangerous Intersections	
Bridges, Tunnels, Overpasses	
Storage Areas	
Industrial intersections and construction zones	
Steep Downgrades	
Areas of significant speed differences	
Pedestrian areas	

<b>PROPER DRIVING TECHNIQUES: <i>Uses proper driving techniques to ensure the safety of all passenger</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
<b>A.</b> Uses seat belt				
<b>B.</b> Maintains hands in proper position				
<b>C.</b> Maintains bus on road in proper position				
<b>D.</b> Utilizes signals and warning devices				
<b>E.</b> Conducts pre-trip inspection				
<b>F.</b> Obeys all traffic laws and regulations				
<b>G.</b> Yields right-of-way when appropriate				
<b>H.</b> Uses proper techniques when turning into a 4-lane highway				

<b>STUDENT LOADING AND UNLOADING: <i>When loading and unloading students, all proper procedures are implemented</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Completes tasks assigned accurately and without close supervision				
B. Is organized and follows all directions				
C. Uses proper safety measures in completion of tasks				
D. Bus is in center of lane				
E. Door remains closed until bus stops				
F. Bus stops no closer than 10ft from student				
G. Sets parking brake puts transmission in neutral-mirrors				
H. Bus does not move until door is closed and students are seated				
I. Driver checks mirrors before pulling away				
J. Driver counts students as they exit bus				
K. Students go 10ft in front of bus and wait for driver signal				
L. Driver greets each student as they enter or exit the bus (hello, good morning, good bye, have a nice day, etc.				
M. Utilizes proper procedures in loading/unloading zones at school				
<b>TURN AROUND AND BACKING UP: <i>Uses proper procedures and safety precautions when turning around and backing up</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Successfully performs turn-around at designated areas				
B. Utilizes mirrors when backing				
C. Unloads students after bus turn around, picks up students before turning around				
D. Properly positions bus for turning				
E. Activates 4-way flashers before backing				
F. Blows horn before backing				



<b>ADMINISTRATIVE PROCEDURES: <i>Completes all administrative procedures proficiently</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Completes paperwork in timely fashion				
B. Maintains positive discipline on the bus				
C. Utilizes discipline reports adopted by the Board				
D. Follows Board policies and procedures				
E. Maintains daily bus pre-trip/walk-around forms				
F. Informs director of any problems related to driving				
G. Follows chain of command when handling transportation issues				
<b>SCHOOL BUS CLEANLINESS AND INSPECTION: <i>Maintains clean school bus</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Outside of bus in clean				
B. Inside of bus is clean and floor remains swept out				
<b>INTERPERSONAL RELATIONSHIPS &amp; ATTENDANCE: <i>Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members and maintains punctuality and good attendance record.</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Has positive rapport with students, co-workers, and administration				
B. Has positive rapport with parents, community members and other stakeholders				
C. Works to create a team atmosphere among transportation staff				
D. Maintains a good attendance record				
E. Consistently on time for routes				

<b>Bus Driver Comments:</b>	
<b>Supervisor Comments:</b>	

<b>Recommended for re-employment</b>		<b>Not recommended for re-employment</b>	
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**Bus Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The signing of this document does not imply agreement or disagreement with the content of this report. Classified employees have the right to appeal the substance and/or procedure of this summative evaluation within five (5) working days.*