

**STANDARDS FOR QUALITY PROFESSIONAL PRACTICE**  
**"yODRIVER"**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Evaluation Period From** \_\_\_\_\_ **To:** \_\_\_\_\_  **Probationary**  **Annual**

	Problem Area	Approaches Standard	Meets Standard
<b>WORK HABITS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Consistently follows assigned schedule;</li> <li>• Consistently performs duties with minimal supervision;</li> <li>• Consistently maintains the cleanliness of the bus;</li> <li>• Completes tasks in a timely manner;</li> <li>• Accepts new or different conditions; adjusts quickly; cooperative; flexible;</li> <li>• Consistently keeps work organized; carries out duties effectively and efficiently;</li> <li>• Follows district and department procedures and policies;</li> <li>• Follows pre-trip inspection procedures inside/outside the bus;</li> <li>• Demonstrates defensive driving techniques;</li> <li>• Adheres to all lines, markings and road signs;</li> <li>• Follows proper student loading and unloading procedures;</li> </ul>	Comments/Goals:		
<b>COMMUNICATION/TEAMWORK</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Communicates with colleagues, follows instructions and uses appropriate problem solving and other skills that enhance the transportation team;</li> <li>• Follows proper radio protocol;</li> <li>• Positively communicates with colleagues;</li> <li>• Uses effective communication skills with staff and students;</li> <li>• Appropriately communicates with/responds to parents;</li> <li>• Responds to e-mails in a timely manner;</li> <li>• Follows written and verbal directions;</li> <li>• Supports district goals and the instructional program;</li> </ul>	Comments/Goals:		
<b>ATTENDANCE/PUNCTUALITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Regular attendance supports consistency in the work environment;</li> <li>• Timely notice is given when absence is anticipated and proper procedures are followed;</li> <li>• Arrives prepared to work at designated start time;</li> <li>• Works full shift; leaves at designated end time;</li> </ul>	Comments/Goals:		

	Problem Area	Approaches Standard	Meets/Exceeds Standard
<b>PROFESSIONALISM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Maintains confidentiality regarding student and school issues at all time, both at work and after work hours;</li> <li>Saves personal tasks for outside of work time;</li> <li>Positive attitude; enthusiastic;</li> <li>Maintains appropriate dress and appearance;</li> <li>Seeks professional growth opportunities as it pertains to job assignment;</li> </ul>	Comments/Goals:		
<b>STUDENT SUPPORT</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides positive behavioral support and strategies for the management of students;</li> <li>Communicates and collaborates with school personnel in resolving student issues;</li> <li>Knowledge of, and ability to follow, required health, safety and emergency procedures as indicated;</li> <li>Relates to all children and youth in positive ways;</li> <li>Responds appropriately to the individual needs of children with positive techniques and proper discipline;</li> <li>Acts as a positive role model for students, including appropriate dress and appearance;</li> </ul>	Comments/Goals:		

Other Comments:

*NOTE: Additional information may be attached.*

*Any added information must be dated and signed by both the evaluator and the employee.*

*The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.*

*Employee Signature:*

*Date:*

*Evaluator Signature:*

*Date:*

*Employee Statement attached:*  Yes  No