

# TRANSPORTATION APPRAISAL FORM

NAME: \_\_\_\_\_ POSITION \_\_\_\_\_

EVALUATOR: \_\_\_\_\_ TITLE \_\_\_\_\_

EVALUATION PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_

## Rating Scale

E Exceeds Expectation  
P Proficient  
N Needs improvement  
U Unsatisfactory  
N/A Not applicable

**DIRECTONS:** Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

## General Skills

1. Works cooperatively with others.
2. Participates in meetings, training, and special events.
3. Follows verbal and written instructions from supervisor.
4. Follows district policies and procedures.
5. Provides safety and security for self and others.
6. Completes assignments on time and accurately.
7. Follows attendance and punctuality rules.
8. Demonstrates appropriate job knowledge.
9. Maintains neat and orderly work area.
10. Uses, maintains, and stores work material properly
11. Identifies and responds to problems effectively
12. Communicates effectively

## SPECIALIZED SKILLS

1. Manages student behavior problems appropriately.
2. Completes safety maintenance checks properly.
3. Follows bus route schedules.
4. Keeps bus clean.

**PERFORMANCE GOALS:**

**GENERAL COMMENTS:**

**EMPLOYEE COMENTS:**

**OVERALL PERFORMANCE RATING (check one)**

**Exceeds expectations**

**Proficient**

**Needs improvement**

Recommended for renewal: **Yes**

**No**

This evaluation has been discussed with me by my supervisor.  
I have read and received a copy of the appraisal.

***For purposes of this document each party's typed name shall be deemed as an original signature.***

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Date**

My signature indicates this report has been discussed with me. I also understand my signature does not necessarily indicate agreement, and that I have 10 working days to prepare a written response that will be attached to this evaluation. I am aware this evaluation review will be placed in my personnel file.