# Ridgedale Local Schools: School Bus Driver Evaluation & Goal-Setting Form

| Employee Name: | Date: |
| --- | --- |
| Evaluator: | School Year |

### Rating Scale

| 4 – Exceeds Expectations | Consistently goes above and beyond expectations in this area. |
| --- | --- |
| 3 – Meets Expectations | Consistently meets the standard with quality performance. |
| 2 – Needs Improvement | Sometimes meets expectations; needs additional consistency or support. |
| 1 – Unsatisfactory | Fails to meet expectations in this area; immediate improvement required. |
| N/A | Not applicable or not observed. |

### Section 1: Professional Responsibilities

### 1. Safety Practices

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Conducts and documents pre-trip and post-trip inspections | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows all traffic laws and district safety policies | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Loads and unloads students safely at designated stops | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Ensures students remain seated and follow safety rules | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Reports all incidents, hazards, and mechanical issues promptly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Keeps route sheets and seating charts current and accurate | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains emergency equipment (first aid kit, fire extinguisher, etc.) | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### 2. Student Management

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Interacts with students in a calm and respectful manner | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Enforces bus rules fairly and consistently | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Addresses misbehavior promptly and appropriately | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows district discipline procedures | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Promotes a safe, positive, and welcoming bus environment | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Updates and maintains a current seating chart | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### 3. Attendance & Punctuality

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Arrives on time for routes, trips, and assignments | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Completes routes according to assigned schedules | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Provides advance notice for absences or delays | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Demonstrates dependable attendance | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### 4. Vehicle Care & Maintenance

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Keeps bus clean and orderly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Reports maintenance needs promptly and accurately | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains fuel and operational checks as required | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Demonstrates pride and care in the vehicle’s appearance | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### 5. Professionalism & Conduct

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Treats students, staff, and parents with respect | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Demonstrates patience and sound judgment | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains confidentiality and professionalism | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Represents the district positively in the community | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Dresses appropriately and follows appearance guidelines | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### 6. Communication & Documentation

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Communicates clearly with transportation staff and supervisors | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Provides timely and accurate paperwork (route sheets, reports, etc.) | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows directions and accepts feedback appropriately | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Reports schedule, route, or student issues promptly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### 7. Training, Compliance & Growth

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Attends all required safety meetings and training sessions | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains valid CDL, medical certificate, and required credentials | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows all federal, state, and district transportation laws and policies | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Seeks opportunities to improve performance or efficiency | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

## Section 2: Goal Setting

(Set 1–3 specific, measurable, and realistic goals.)

| Goal | Action Steps | Timeline / Target Date | Progress Check |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Self-Evaluation/Check In

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: |  | |

## Mid-Year Check-In

| Date | Progress Toward Goals | Notes / Adjustments |
| --- | --- | --- |

## 

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: | | |

## 

## Final Evaluation

| Date | Progress Toward Goals | Notes / Adjustments |
| --- | --- | --- |

## 

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: | | |

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