Ridgedale Local Schools:Transportation Supervisor 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 & Compliance

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Ensures all drivers follow federal, state, and district transportation regulations | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Conducts regular safety audits and route inspections | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains accurate records of accidents, incidents, and mechanical issues | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Monitors compliance with CDL, medical certifications, and other licensing requirements | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Implements and enforces safety protocols and emergency procedures | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

2. Staff Supervision & Leadership

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Assigns and monitors driver schedules, routes, and responsibilities efficiently | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Provides guidance, coaching, and performance feedback to transportation staff | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Promotes teamwork and positive morale among transportation staff | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Addresses personnel issues promptly and fairly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Ensures staff compliance with district policies and professional conduct | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

3. Route & Operational Management

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Plans and adjusts routes for efficiency, safety, and timeliness | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Monitors bus maintenance and coordinates repairs effectively | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains accurate route sheets, seating charts, and transportation logs | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Coordinates special trips, events, and athletic transportation efficiently | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Manages transportation budget, fuel usage, and operational expenses | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

4. Customer Service & Communication

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Communicates clearly and professionally with staff, students, parents, and administration | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Responds promptly to inquiries, concerns, and incident reports | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Provides timely updates on routes, delays, and changes | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains professional, courteous interactions at all times | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

5. Professionalism & Development

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Demonstrates ethical behavior and professionalism | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Adheres to district policies, procedures, and professional code of conduct | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Models professional conduct for transportation staff | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Pursues opportunities for skill development and operational improvements | ☐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: | | |