**Ridgedale Local Schools: Bus Mechanic / Building & Grounds Maintenance Evaluation**

| 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. Mechanical and Maintenance Skills**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Performs routine and complex bus mechanical repairs accurately | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains and repairs building systems, equipment, and grounds tools | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Diagnoses issues efficiently and implements effective solutions | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains work logs, repair documentation, and maintenance records | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

**2. Work Order Management**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Assists in assigning and prioritizing maintenance and repair work orders | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Tracks completion of assigned tasks and updates records accurately | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Coordinates with supervisors and staff to ensure timely resolution of work orders | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Communicates effectively with staff regarding work order status and needs | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

**3. Safety and Compliance**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Follows all safety protocols for vehicle repair, equipment use, and custodial tasks | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Uses proper personal protective equipment (PPE) consistently | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains a safe work environment for self and others | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Reports hazards, unsafe conditions, or incidents promptly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

**4. Grounds and Facility Maintenance**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Performs routine grounds maintenance (landscaping, snow removal, etc.) | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains building and equipment in proper working condition | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Assists with set-up and take-down for school events | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Monitors and ensures facilities are safe and secure | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

**5. Attendance & Reliability**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/Evidence |
| --- | --- | --- | --- | --- |
| Arrives on time and maintains regular attendance | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Completes assigned tasks efficiently and independently | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Demonstrates reliability in performing urgent or emergency repairs | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

**6. Communication and Teamwork**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/Evidence |
| --- | --- | --- | --- | --- |
| Communicates clearly with supervisor, staff, and other departments | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Collaborates with other maintenance, custodial, and transportation staff | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Provides updates on repairs, work orders, and maintenance tasks | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

**7. Professionalism**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/Evidence |
| --- | --- | --- | --- | --- |
| Demonstrates ethical behavior and integrity | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows district policies and procedures | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains a professional appearance and demeanor | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Upholds confidentiality and discretion when handling sensitive areas | ☐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: | | |