

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

Bus Aide

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time	ME	NI	U
Reliable in attendance	ME	NI	U
Alert in health and safety matters	ME	NI	U
Flexible with assignments and schedule	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences	ME	NI	U
Remains calm in a tense situation	ME	NI	U

Comments:

Key Performance Factors from Job Description

Establish a Safe and Healthy Environment

Work independently, communicate well, relate to children in a positive way; maintain cooperative relationships with those contacted in the course of work	ME	NI	U
Understand and carry out oral and written directions; maintain a self-management system including schedules and daily logs	ME	NI	U
Physically assist in the lifting and moving of students as is appropriate	ME	NI	U
Ride the bus and escort the children according to Head Start safety standards	ME	NI	U
Physically assist in the lifting and moving of students as is appropriate	ME	NI	U
Develop, implement and evaluate daily bus curriculum	ME	NI	U
Assist in keeping the bus clean	ME	NI	U
Provide First Aid only as trained and required by the situation	ME	NI	U
Ensure adherence to agency child tracking procedures during the bus route	ME	NI	U
Constantly monitor students' well-being and behavior during the route	ME	NI	U
Respond appropriately to students' needs during the route and notify the driver if an emergency exists	ME	NI	U
Attend and participate in all job relate meetings and trainings as assigned	ME	NI	U
Report observations of special needs of children or families to the Teacher	ME	NI	U
Maintain professional competence, knowledge and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Prepare documentation (e.g. incident reports, student count, passenger misconduct,	ME	NI	U

etc.) for the purpose of providing written support and/or conveying information			
Maintain confidentiality of information in relation to staff, children and families	ME	NI	U
Provide assistance to and perform additional job related duties as assigned by the Teacher	ME	NI	U
Demonstrate a willingness to work as a team to learn from suggestions of experienced staff	ME	NI	U
Maintain good public relations with the site sponsor and abide by the site rules and regulations	ME	NI	U
Demonstrate a willingness to work as a team to learn from suggestions of experienced staff	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

- ☐ Passed Introductory/New Hire Period
- ☐ Extend Introductory/New Hire Period by ____ days
- ☐ Discontinue employment with Reach Dane