

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

TRANSPORTATION MANAGER

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

Hire, train, supervise, coach and evaluate the performance of the Transportation Specialists.	ME	NI	U
Ensure Transportation Specialists are trained, licensed, tested and certified as required by law to safely drive any of the agency vehicles.	ME	NI	U
Facilitate regular staff meetings, trainings and problem solving sessions.	ME	NI	U
Collaborate with site directors, staff and families regarding staff performance, transportation needs and service delivery effectiveness.	ME	NI	U
Design, provide and routinely assess driving, safety, maintenance and any other related training for the Transportation Specialists.	ME	NI	U
Manage component budget, assuring that expenditures are appropriate and within allowable reserves.	ME	NI	U
Maintain and update transportation policies, procedures and handbooks per federal / state regulations and agency directives and guidelines.	ME	NI	U
Delegate to and follow up with any clerical staff assigned to transportation related assignments.	ME	NI	U
In collaboration with the Maintenance Manager, coordinate routine and emergency repairs and maintenance of all agency vehicles and communicate such repairs to other individuals as needed.	ME	NI	U

Arrange for back-up vehicles when necessary.	ME	NI	U
Ensure daily, monthly, and annual inspections of agency vehicles occur.	ME	NI	U
Ensure that all agency vehicles are maintained in excellent condition and working order.	ME	NI	U
Maintain accurate records / documentation of training, licensing, testing, physicals, driving records, etc.	ME	NI	U
Follow up with the police department, DMV and insurance carriers in the event of agency vehicle accident. Promptly report all accidents to supervisor.	ME	NI	U
Maintain records of gas and oil expenditures, routine and emergency maintenance of agency vehicles in accordance with maintenance requirements.	ME	NI	U
Assessing transportation, training and staffing needs: evaluating requests for service and current expertise levels of drivers, creating plans to assure that both adequate transportation and qualified drivers are available to meet current needs.	ME	NI	U
Defining routes: identifying the most efficient routes and arranging for ample staffing to meet the transportation needs of children and families.	ME	NI	U
In collaboration with the Maintenance Manager direct the staffing needs to regular maintenance and upkeep of outside areas, including lawns, landscaped beds, playgrounds and parking lots, to include weeding, mowing, landscape bark application, trash and litter removal and whatever else is required to keep areas clean and neat.	ME	NI	U
Conduct and attend meetings and training as appropriate.	ME	NI	U
Effectively represent the agency within the community.	ME	NI	U
Perform other duties as requested.	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**