

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

TRANSPORTATION SPECIALIST II

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

To adhere to all agency policies, procedures and regulations	ME	NI	U
To drive the bus safely and promptly on all assigned routes, including to and from school and on field trips, and for special services	ME	NI	U
To assist in the classroom between routes and in assigned cluster programs and to support teaching staff, and the goals of service delivery	ME	NI	U
To uphold safety standards while instructing and guiding children in the basic rules of safety	ME	NI	U
To execute bus evacuation drills	ME	NI	U
To promote parent participation in the Head Start program	ME	NI	U
To participate in all jobs related meetings and trainings as assigned	ME	NI	U
To report observations of the special needs of children of families to Teacher Director / Home Visitation Teacher immediately	ME	NI	U
To maintain the bus in a clean, sanitary manner	ME	NI	U
To assure the bus receives regular and adequate maintenance and repair	ME	NI	U
To conduct a safety and operational check of bus on a daily basis	ME	NI	U
To assure that each child is released only to his / her custodial parent or approved substitute; to maintain supervision of any child(ren) whose parent does not meet the bus in the required manner	ME	NI	U
To assist the Transportation Coordinator in the maintenance of agency vehicles as	ME	NI	U

outlined in the Bus Curriculum section of the Blue Book			
To maintain oversight on preventive maintenance	ME	NI	U
To inspect and report to the Transportation Coordinator on vehicle cleanliness, and preparedness for travel	ME	NI	U
To assist drivers in doing minor repairs on their buses and perform minor repairs and cleaning on unassigned buses	ME	NI	U
To deliver food and other agency mails supplies and equipment	ME	NI	U
To maintain a cordial and professional working relationship with other 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**