

**Dougherty County School System
Transportation Department**

Bus Drivers Evaluation Form

Name of Employee:		Position:			
Hire Date:		Supervisor:			
Evaluation Period:					
#	Category	Outstanding	Good	Acceptable	Unacceptable
1.	Keeps assigned bus clean.				
2.	Keeps assigned bus fueled.				
3.	Completes pre-trip inspection.				
4.	Completed required reports.				
5.	Uses good judgment.				
6.	Maintains pupil control.				
7.	Relates well with others.				
8.	Learns and applies new ideas.				
9.	Shows interest in work.				
10.	Abides by rules and regulations.				
11.	Accepts responsibility willingly.				
12.	Maintains regular schedule.				
13.	Complies with instructions.				
14.	Dependability.				
15.	Attendance, Punctual.				
16.	Accepts constructive criticism.				
17.	Driving habits.				
18.	Safety practices.				
19.	All things considered, how do you rate this employee in relation to job performance and value to the school system?				

Bus Drivers Evaluation Form (page 2)

Name of Employee:	Position:
--------------------------	------------------

Major area(s) requiring performance improvement:

Action plan for improvement:

Completion Date:

Supervisor Comments:

Employee Comments:

The required conference was held on:	
Employee's Signature:	Date:
Supervisor's Signature:	Date:
Human Resource's Director Signature:	Date:

NOTE:
The employees' signature does not signify agreement with this evaluation, but only that it has been reviewed and discussed with the employee. The employee may make any comments desired in the employee comments section. Additional sheets, if necessary, may be attached and made an official part of the review. All comments must be attached to the review prior to the document being passed to the next level of management for review.