

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

BUS DRIVER

1. SERVICE DELIVERY

- _____ 1. Transport students to and from school and on assigned special trips.
- _____ 2. Exercise maximum regard for student health and safety.
- _____ 3. Comply with all state and local traffic laws relative to bus transportation.
- _____ 4. Recommend, to the transportation department, changes in bus routes or bus loads.
- _____ 5. Assist other bus drivers in case of an emergency.
- _____ 6. Complete and submit all required reports.
- _____ 7. Establish rapport with students.
- _____ 8. Handle all discipline problems with the aid of the principal.
- _____ 9. Conduct pre- and post-trip inspections and report all problems.
- _____ 10. Attend all training sessions as required.
- _____ 11. Keep vehicle clean at all times.
- _____ 12. Be aware of additional duties related to transportation of ESE students; such as, door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality, and the development of special loading and unloading procedures.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 13. Work independently or as a team member.
- _____ 14. Interact appropriately with children, bus attendants, school and bus personnel.
- _____ 15. Report to work punctually and regularly.
- _____ 16. Display appropriate work ethic.
- _____ 17. Follow consistently the day-to-day route schedule.
- _____ 18. Follow all transportation policies and procedures.

3. SYSTEM SUPPORT

- _____ 19. Communicate well with aide, schools and Director of Transportation.
- _____ 20. Represent the School Board in a positive manner.
- _____ 21. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 22. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 23. _____
- _____ 24. _____
- _____ 25. _____
- _____ 26. _____

BUS DRIVER (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 27. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 28. The accurate and timely filing of all school reports.
- _____ 29. The completion of required professional development services.
- _____ 30. _____
- _____ 31. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)