SCHOOL DISTRICT OF GADSDEN COUNTY

TRANSPORTATION TRAINING / SAFETY COORDINATOR

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year** _____

1. SERVICE DELIVERY

Category Definitions

1. Establish a management plan for bus driver training and safety inservice in accordance with state and federal guidelines.
2. Establish and implement a comprehensive Training and Safety Program.
3. Serve as liaison with appropriate governmental agencies with regard to traffic, transportation and safety issues.
4. Keep accurate and up-to-date records for bus driver Training and Safety programs.
5. Coordinate and conduct meetings and training sessions with drivers and school personnel.
6. Assist with investigation of driving-related complaints.
7. Assist with route and road condition surveys.
8. Analyze safety potential of drop off, pick up, loading and unloading of students.
9. Facilitate safety inspections and information dissemination as required by supervisor.

Source Code (circle choices)

A.	Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation

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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

TRANSPORTATION TRAINING / SAFETY COORDINATOR (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

10. Demonstrate initiative in the performance of assigned responsibilities.
11. Use effective, positive interpersonal communication skills.
12. Report to work punctually and regularly.
13. Display appropriate work ethic.
14. Follow transportation policies and procedures.

Source Code (circle choices)

| A. | Behavioral Event Interview | B. | Direct Documentation | C. | Indirect Documentation | D. | Training Programs Competency Acquisition | E. | Evaluatee Provided | F. | Confirmed Observation |

Rating Code (circle one)

| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |

3. SYSTEM SUPPORT

Category Definitions

15. Collaborate with routing coordinator, bus drivers, school personnel and other District personnel to ensure the safe transportation of students.
16. Prepare all required reports and maintain all appropriate records.
17. Communicate well with the Supervisor of Transportation.
18. Maintain positive relationship with outside agencies.
19. Represent the School Board in an appropriate manner.
20. Perform other duties as assigned.

Source Code (circle choices)

| A. | Behavioral Event Interview | B. | Direct Documentation | C. | Indirect Documentation | D. | Training Programs Competency Acquisition | E. | Evaluatee Provided | F. | Confirmed Observation |

Rating Code (circle one)

| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |

TRANSPORTATION TRAINING / SAFETY COORDINATOR (Continued)

4. WORKSITE SERVICE STANDARDS

Control Dimension

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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

TRANSPORTATION TRAINING / SAFETY COORDINATOR (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

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_____
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_____

Comments of the Evaluator:

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_____
_____
_____

This evaluation has been discussed with me: Yes _____ No _____

_____
Signature of Evaluatee   **Date**

_____
Signature of Evaluator   **Date**