

HARLAN COUNTY BOARD OF EDUCATION  
 TRANSPORTATION DEPARTMENT  
 BUS DRIVER EVALUATION

DRIVERS NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 SOC. SEC. # \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 DATE \_\_\_\_\_

EVALUATION SCALE  
 EXCELLENT 5  
 GOOD 4  
 AVERAGE 3  
 FAIR 2  
 POOR 1

BASIC DRIVING SKILLS

	5	4	3	2	1
1. USE OF SEAT BELT	-	-	-	-	-
2. RIGHT AND LEFT TURNS	-	-	-	-	-
3. ENTERING TRAFFIC	-	-	-	-	-
4. RAILROAD CROSSING	-	-	-	-	-
5. STUDENT LOADING/UNLOADING	-	-	-	-	-
6. BACKING UP WITH MIRRORS	-	-	-	-	-
7. VEHICLE KNOWLEDGE	-	-	-	-	-
8. USE OF MANUAL TRANSMISSION	-	-	-	-	-
9. TURNING AROUND	-	-	-	-	-
10. OBSERVING TRAFFIC LAWS AND REGULATIONS	-	-	-	-	-

CARE AND MAINTENANCE OF BUS

	5	4	3	2	1
1. PRE-TRIP INSPECTION	-	-	-	-	-
2. DAILY WALK AROUND REPORT	-	-	-	-	-
3. GENERAL INTERIOR MAINTENANCE	-	-	-	-	-
4. CLEANLINESS INSIDE AND OUTSIDE	-	-	-	-	-

STUDENT DISCIPLINE

	5	4	3	2	1
1. ESTABLISHES GOOD RELATIONSHIP W/STUDENTS	-	-	-	-	-
2. IS CONSISTENT IN DISCIPLINING OF STUDENTS	-	-	-	-	-
3. PROPERLY REPORTS STUDENT MISCONDUCT	-	-	-	-	-
4. COOPERATES WITH ADMINISTRATORS	-	-	-	-	-

TRANSPORTATION DEPARTMENT  
EVALUATION CONTINUED:

	<u>PERSONAL</u>				
	5	4	3	2	1
1. CLEANLINESS AND APPAREL	-	-	-	-	-
2. PERSONALITY	-	-	-	-	-
3. GENERAL ATTITUDE	-	-	-	-	-
4. WILLINGNESS TO ATTEND SCHEDULED TRAINING	-	-	-	-	-
5. PUNCTUAL & ACCURATE COMPLETION OF REPORTS	-	-	-	-	-

NUMBER OF COMPLAINTS ON FILE \_\_\_\_\_

NUMBER OF ACCIDENTS ON FILE \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN THE EVENT THE EMPLOYEE DISAGREES WITH THE CONTENT OF THIS EVALUATION, THE EMPLOYEE MAY SUBMIT A LETTER TO THE EVALUATOR WITHIN THREE DAYS STATING THE REASON FOR THIS DISAGREEMENT. THIS LETTER BECOMES A PART OF THIS DOCUMENT.

THE EMPLOYEE'S SIGNATURE DOES NOT IMPLY AGREEMENT OR DISAGREEMENT, BUT THAT HE/SHE HAS HAD AN OPPORTUNITY TO REVIEW THIS DOCUMENT.

OBSERVER \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DRIVER \_\_\_\_\_

DATE \_\_\_\_\_