

**Putnam Valley Central School District
Putnam Valley, New York**

**Civil Service Employee Review
School Bus Driver**

Employee _____ Job Title _____

Building & Department _____

Evaluator _____ Evaluation Date _____

	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
Quality of Work				
Accuracy				
Reliability				
Initiative				
Efficiency				
Organization skills				
Decision making				
Knowledge of job				
Follows directions				
Productivity				
Dependability				
Attendance				
Punctuality				
Responsiveness				
Availability				
Leadership				
Cooperation				
Attitude Toward Work				
Interest in job safety				
Confidentiality				
Compatibility with Peers, Administrators and Public				
Appearance				
Care of equipment				
Adaptability				
Judgment/Tact				

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Job Related Skills	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
Operates school bus on a regular schedule or on special occasions.				
Checks operating condition of bus before starting on a trip.				
Checks & fills vehicle with fuel.				
Records beginning and finishing mileage reading.				
Participates in emergency drills as required.				
Instructs or informs children about safety practices when entering and leaving bus.				
Maintains orderly conduct of children on bus.				
Cleans interior and exterior of the assigned vehicle.				
Reports drivers passing a stopped school bus.				
Observes the posted legal maximum speed limits on village, city, and town roads and on school grounds. During school runs, when students are being picked up or dropped off, the maximum speed is 35 mph.				
Stops the bus between 15 and 50 feet prior to crossing a railroad track and proceeds only when it is determined to be safe. If equipped with a manual transmission, the bus may never be shifted until it is fully across all tracks.				
Never backs up the bus unless backing maneuver is approved in writing for the route operated.				

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Makes no stops other than those listed on route schedules.				
Uses only the designated loading and unloading areas at schools.				
Accepts route and stop changes only on authorized route schedules signed by the Supervisor of Transportation or the dispatcher for the bus contractor.				
Notifies the bus contractor and the District's Transportation Office when prescribed schedules cannot be kept which result in late arrivals or departures.				
Never carries more pupils than the prescribed capacity of the bus. Drivers must notify the bus contractor's dispatcher and the District's Transportation Office immediately when there is a difficulty in this regard. Even though standees are legally allowed, it is the District's policy to avoid standees whenever possible. Drivers should report every instance in which a student must stand to the Supervisor of Transportation.				
Never smokes on the bus at any time. Never eats or drinks on the bus while transporting students or while the bus is in motion.				
Maintains a neat and clean appearance at all times and wears uniform.				
Never allows any objects near the driver or driver area in which could interfere with the safe operation of the bus.				
Allows only authorized students to ride on the bus; the exception may be				

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driver trainees and others with written permission from the bus company's Manager or Dispatcher or the Supervisor of Transportation.				
Makes certain that students are seated in all available seats prior to moving the vehicle.				
Makes certain that students are seated in all available seats prior to moving the vehicle.				
Remains in the bus at all times while on school grounds unless the ignition is off, bus is locked and key is removed by the driver.				
Parks only in designated areas for loading and unloading on school grounds. Buses shall enter and leave school grounds only by the prescribed patterns.				
Never leaves school property at dismissal times other than with the prescribed load of students until approval is given by the Assistant Principal or his or her designee.				
Completes and turns in a daily sheet showing all pertinent information concerning the operation of the bus.				
Is familiar with the prevailing vehicle and traffic laws, regulations of the NYS Commissioner of Motor Vehicles, and regulations of the NYS Commissioner of Education pertaining to pupil transportation and comply with same.				
Gives warning by means of installed turn signals 150 feet before making a left-hand or right-hand turn.				
Never leaves the bus when children are on the vehicle except in case of emergency and, in such case, before leaving the vehicle, the driver shall stop the motor, remove the ignition				

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key, set the auxiliary brake and leave the transmission in gear.				
Never permits pupils to enter or leave a bus while it is in motion. Always activates yellow pre-stop, flashing warning lights in advance of making a stop.				
Always deploys all stop-related equipment (red flashing lights, stop swing arm and crossover arm) for the full duration of all stops in which pupils are embarking or disembarking. Does not release the safety equipment until all pupils are safely on board and seated or all disembarking pupils have reached a position of safety away from the bus or across the road. Instructs all pupils who must cross the road when disembarking to look left-right-left before entering the roadway.				
Instructs pupils who must cross the highway upon discharge to cross in front of the bus far enough ahead of the bus to be in the vision of the driver (at least 10').				
Enforces the District's rules of pupil conduct on buses as specified by each school.				
Submits in writing as soon as possible on the prescribed form a report of any infringement of pupil conduct on the bus. Coordinates with the Assistant Principal regarding consequences for improper behavior.				
Never uses physical punishment of any kind on pupils under any circumstances.				
Never uses inappropriate language on the bus.				
Never attempts to enforce discipline while bus is in motion.				

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Performance Strengths

Recommendations for Improvement/Professional Growth

Employee's Comments and Goals

Overall Performance:	Meets/Exceeds Expectations	Needs Improvement*

*A check in this column requires the supervisor/evaluator to develop a plan with the employee by which s/he can address the identified deficiencies. The evaluator and the employee will meet regularly about the plan and evaluate progress toward remediation after one year.

Evaluator's Signature _____

Employee's Signature _____

Date of Conference Discussion _____

Please sign and return this form to the supervisor within five working days of receipt. It is understood your signature does not necessarily constitute agreement with its contents. After proper service upon the employee, the District has the right to file material without signature.