

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

**Civil Service Employee Review  
Head Bus Driver**

Employee \_\_\_\_\_ Job Title \_\_\_\_\_

Building & Department \_\_\_\_\_

Evaluator \_\_\_\_\_ Evaluation Date \_\_\_\_\_

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

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<b>Job Related Skills</b>	<b>Meets or Exceeds Expectations</b>	<b>Needs Improvement (Requires Comment)</b>	<b>Not Applicable</b>	<b>Comments</b>
Observes, supervises, and evaluates all drivers				
Obtains information necessary to formulate & coordinate bus routes in the most economical fashion				
Assigns school bus drivers and vehicles to routes				
Trains all drivers in accordance with the provisions of Article 19A of the NY State Vehicle & Traffic Law				
Maintains records pertaining to bus operation including transportation and trip rpts including accident rpts				
Liaison between school bus drivers, mechanics & supervisory personnel				
Assists in preparing transportation budget ests & recommendations				
Conducts classes as required by state regulation and the Supervisor of Transportation				
Establishes good public relations with parents & organizations such as the local police & State DOT and handles any complaints regarding transportation				
May operate a bus on an assigned route				
Provides necessary information to principals relating to bus schedules, stops, contractual conditions, etc., as they affect the particular school				
Recommends policy changes				
Enforces district trans policy				
Assigns students to buses				
Recommends the selection of bus contractor(s)				
Prepares and administers transportation contracts				
Acts as the district's official liaison with the bus contractors				
Works with local police & public highway depts to remove dangerous situations at bus stops and along bus routes				
Approves special transportation providers				

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Maintains a neat and clean appearance at all times and wears uniform				
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Performance Strengths

Recommendations for Improvement/Professional Growth

Employee's Comments and Goals

<b>Overall Performance:</b>	<b>Meets/Exceeds Expectations</b>	<b>Needs Improvement*</b>

\*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.*