

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

**Civil Service Employee Review
School Bus Mechanic**

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 & 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
Performs skilled operations in the repair & overhaul of gasoline & diesel motor equipment, including trucks, tractors, graders, bulldozers and power shovels				
Repairs or replaces motor pumps, fuel pumps, generators, carburetors, shock absorbers				
Repairs ignition systems, transmissions, brake systems, clutches & front & rear axles				
Adjusts connecting rods & bearings				
Adjusts steering mechanisms and aligns wheels				
Makes minor welding repairs to automotive equipment				
Greases vehicles, changes oil and oil filters				
Tunes engine & sets the timing				
Attaches & removes snow plow blades & other auxiliary equipment				
Operates motor equipment or school buses when directed or as a regular assignment				
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

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.