# SCHOOL BUS DRIVER SELF-EVALUATION & GOAL SETTING PROCESS

**Name:** _____

**Route #:** _____

**Evaluator:** _____

**Date Completed:** _____

## RATING SCALE

### Very Good
Very Good means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.

### Satisfactory
Satisfactory means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.

### Needs Improvement
Needs Improvement means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A “Needs Improvement” rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.

## PERSONAL QUALITIES/ATTRIBUTES

- Punctuality: Arrives at the first stop and school on schedule as road and weather conditions permit. VG S NI
- Dependability: Reliable in performing duties and can be counted on to complete routes efficiently. VG S NI
- Judgment: Demonstrates hazard awareness detection and sound decision-making while driving. VG S NI
- Adaptability: Adjusts effectively to changing work assignments, road conditions, and pressure. VG S NI
- Confidentiality: Maintains strict confidentiality regarding student information and transportation plans. VG S NI
- Attitude to Work: Shows personal dedication to safety and a positive outlook toward the role. VG S NI
- Professional Conduct: Maintains a neat appearance and serves as a positive symbol of the division. VG S NI
- Acceptance of Direction: Follows instructions and policies from the Transportation Supervisor. VG S NI

## COMMUNICATION & INTERPERSONAL SKILLS

- Student Relations: Effectively communicates with passengers and maintains positive, respectful relationships. VG S NI
- Stakeholder Cooperation: Works positively with parents, teachers, and school administration. VG S NI
- Radio Protocol: Operates the mobile radio for business reasons only and follows proper adjustment procedures. VG S NI
- Reporting: Advises the Supervisor of route changes, discipline issues, or uncommon operational situations. VG S NI
- Inquiry Management: Receives and refers inquiries, complaints, and requests professionally as required. VG S NI

## OPERATION OF SCHOOL BUS

| | | | |
|---|---|---|---|
| • Regulatory Compliance: Operates the bus in accordance with provincial legislation, regulations, and Division policies. | VG | S | NI |
| • Safe Driving Practices: Operates the vehicle in a safe, lawful, courteous, and efficient manner. | VG | S | NI |
| • Passenger Supervision: Monitors and supervises students effectively during the operation of the bus. | VG | S | NI |
| • Traffic Safety: Consistently observes all safety precautions, including required stops at railway crossings. | VG | S | NI |

## SCHOOL BUS MAINTENANCE & SAFETY

| | | | |
|---|---|---|---|
| • Daily Inspections: Thoroughly performs and records daily pre-trip and post-trip bus inspections. | VG | S | NI |
| • Defect Reporting: Identifies and reports deficiencies in operation to the Transportation Department promptly. | VG | S | NI |
| • Vehicle Cleanliness: Maintains the bus in a clean and sanitary condition, both interior and exterior. | VG | S | NI |
| • Servicing: Ensures the bus is re-fueled and fluid levels (oil, coolant, etc.) are maintained at adequate levels. | VG | S | NI |
| • Safety Equipment: Confirms all emergency equipment (fire extinguisher, first aid kit, etc.) is present and in good order. | VG | S | NI |

## ADMINISTRATIVE RESPONSIBILITIES

| | | | |
|---|---|---|---|
| • Documentation: Completes and submits required forms (fuel sheets, pay vouchers, distance reports) by established deadlines | VG | S | NI |
| • Logbook Maintenance: Accurately maintains the Logbook in the form and manner prescribed. | VG | S | NI |
| • Supply Management: Monitors and maintains inventory of transportation-related supplies and equipment. | VG | S | NI |
| • Professional Development: Attends and participates in mandated in-services, meetings, and route planning. | VG | S | NI |

**COMMENTS:**

## WORKPLACE HEALTH AND SAFETY

| | | | |
|---|---|---|---|
| • Regulation Compliance: Adheres to workplace safety regulations and provincial health standards. | VG | S | NI |
| • Hazardous Materials: Complies with WHMIS regarding the safe handling and storage of goods and supplies. | VG | S | NI |

## QUALITATIVE SECTION SUPERVISOR/DRIVER DIALOGUE

### PART A: REFLECTIVE STRENGTHS (Identify Phase)

Self-Rating: "On a scale of 1–10, with 1 being the least safe and 10 being the most professional/safe, how would you rank your performance on your route?"

Identifying Assets: “Why did you give it that number rather than a lower one?”

Success Markers: “What pleased you about your ability to be an effective bus driver?”

Strategy Verification: “What are you seeing in the students’ behavior, in your route completion or the bus’s mechanical condition that shows your current strategies are successful?”

**PART B: IMPACT GOALS (Identify/Improve Phase)**

The Improvement Gap: “What would have to change to move your self-ranking closer to a 10?”

The “Miracle Question”: “If you woke up tomorrow and a miracle happened so that your passengers were behaving exactly how you’d like or the route was running perfectly, what would be the first signs that the miracle occurred?”

Barrier Identification: “What roadblocks are you running into (e.g., specific intersections, difficult turnarounds, or student behavior) that prevent a perfect run?”

Strategy Selection: “What specific driving technique (like the ‘Rock and Roll’ mirror method) or change could you use to hit that goal?”

**PART C: ACTION PLAN & COMMITMENT (Improve Phase)**

Next Steps: “What can you accomplish this week to move closer to your goal?”

Task Agreement: "What specific tasks (e.g., attending a training session, adjusting a seating plan, or practicing a rounded right turn) must be done before we meet again?"

Coordinator Support: "Would you like some suggestions or coaching from me or another experienced driver on how to handle these challenges?"

Commitment Scale: "On a scale of 1–5, how committed are you to this specific improvement goal right now?"

Follow-up Meeting Date: _____

_____

_____

_____

_____

*I have read and received a copy of the evaluation.*

*This self-evaluation tool and goal setting interview is to be a precursor to the formal driving evaluation with a driving trainer. It is to be used to set personal and divisional goals for professional growth. Once goals are set, there should be one or two follow-up meetings to support the completion of the goals.*

_____ _____

Employee Signature Date:

_____ _____

Evaluator Signature Date: