

Clarksville-Montgomery County School System

Bus Driver Evaluation Form (CLS-F064)

\_\_\_\_\_  
Employee Name

From: \_\_\_\_\_ To: \_\_\_\_\_  
Rating Period

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

\_\_\_\_\_  
Work Location

The above-named employee is due an evaluation for continued employment and/or movement to the next step increase on the salary schedule. Please complete this evaluation and return it to the Human Resource Office. The employee is to sign the evaluation form and receive a copy. Evaluation grades of superior, needs to improve and unsatisfactory are to be supported by written comment.

Evaluation Criteria	Unsatisfactory	Needs to Improve	Satisfactory	Very Satisfactory	Excellent
<b>Trade Knowledge</b> - Ability to apply required skills and understanding of all duties including special transportation.					
<b>Vehicle Appearance/ Upkeep</b> – Keeps assigned bus clean and fueled. Conducts and completes pre-trip daily. Reports bus accidents.					
<b>Planning</b> – Operates and maintains bus on approved regular schedule. Completes all paperwork.					
<b>Customer Relations/ Communication Skills</b> – Has positive working relationship with parents, students and CMCSS staff. Able to give and receive directions effectively.					
<b>Teamwork</b> – Establishes and maintains cooperative working relationships with others.					
<b>Dependability/Availability</b> – Work attendance & punctually, completes task in a timely manner.					
<b>Personal Appearance</b> – Properly groomed and appropriately dress per CMCSS policy.					
<b>Credentials</b> – Keeps abreast of job requirements, i.e. DOT, CDL, and Mandatory State/Local In-service.					
<b>Safety</b> – Follows the rules/regulations provided by local, state, and federal regulations. The ability to apply safe practices.					
<b>Student Management</b> – Maintains discipline, safe standards on the bus. Sets expectations for student behavior. Completes appropriate reports including student incidents.					

Superior Contributions: \_\_\_\_\_

Written comment for areas needing improvement or unsatisfactory: \_\_\_\_\_

- ☐ I recommend continued employment and step increase according to Administrative policy HUM-A046.
- ☐ I recommend continued employment, but withhold step increase pending re-evaluation in six months.
- ☐ I recommend dismissal for unsatisfactory performance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Immediate Supervisor

I have reviewed this evaluation with my immediate supervisor. (Employee may comment on back of form)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources