



Interlake School Division

SCHOOL BUS DRIVER PERFORMANCE EVALUATION



Interlake School Division

PERFORMANCE STANDARD EXPLANATION of Key to Rating Scale

1. Very Good - VG ("A") Performs well beyond expectation, extra effort, well above average, effectiveness, reliability and competence.
2. Good - G ("B") Performs beyond expectations, above average effort, effectiveness, reliability and competence.
3. Fair - F ("C") Performs to expectations in most cases, slightly below average effort, effectiveness, reliability and competence.
4. Unsatisfactory - Performs below expectations frequently, weak, lacking, Uns. ("D") inadequate, well below average effort, effectiveness, reliability and competence, and needs to improve.

An average rating would be between Good ("B") and Fair ("C") and would be identified as a ("C+").

SCHOOL BUS DRIVER PERFORMANCE REVIEW

1. When completing this assessment, the supervisor shall give consideration to the employee's performance for the period of time since the last assessment.
2. This review will be based on the expectation asset out by:
 - A. Board policy and the School Bus Drivers Handbook
 - B. The Interlake School Division general statement of goals
 - C. The verbal and written communication and direction given by the supervisor, and
 - D. The standard acceptable performance of job duties, responsibilities and behaviour.
3. Informal reviews for staff improvement and development purposes will take place throughout the year as is necessary by the supervisor.

Name of driver _____

Date of Evaluation _____

Unit # _____ Route # _____

(A.M.) Evaluation _____ (P.M.) Evaluation _____

Evaluation prepared by _____

Time _____ Weather _____ Road condition _____

Odometer start _____ (A.M.) Odometer finish _____ (P.M.)

Odometer first pick-up (A.M.) _____

Odometer last drop-off (A.M.) _____

This report is to be used by the supervisor to record the employee's level of performance in achieving the goals and objectives of his/her position.

A. Route Evaluation

1. Road surface: _____
2. Road condition: _____
3. Blind spots: Yes: _____ No: _____
4. Hidden intersection: Yes: _____ No: _____
5. Number of bus turnarounds: _____
6. Number of railway crossings: _____
7. Number of pick up points: _____
8. Number of stop signs: _____
9. Pick up points under 0.8 km: _____
10. Time of first pick up (A.M.): _____ Arrived at school (A.M.): _____
11. Time of last drop off (P.M.): _____ Leave school (P.M.): _____

Evaluator's comments:

Int.

B. Driver Evaluation

- | | | | |
|-----|---------------------------------------|---|------------------------------------|
| 1. | Appearance: | Neat: | Needs Improvement: |
| | | | <u>Yes</u> <u>No</u> |
| 2. | Was pre-trip performed? | | |
| 3. | Did the driver use seat belt? | | |
| 4. | Was the seat belt properly adjusted? | | |
| 5. | Log book entries complete? | | |
| 6. | Was shifting performed at proper RPM? | | |
| 7. | Were brakes used properly? | | |
| 8. | Maximum speed achieved: | 70km 80km 90 km | |
| | | <u>Good</u> | <u>Needs Improvement</u> |
| 9. | Driving practices: | | |
| 10. | Drivers manner: | | |
| 11. | Operation of 2-way: | | |
| 12. | Driver/passenger distraction: | | |
| 13. | Carry on management: | | |
| | | <u>Yes</u> | <u>No</u> |
| 14. | Loading and unloading practices: | | |
| | a) | Proper use of warning device | |
| | b) | Transmission in neutral | |
| | c) | Service brake applied | |
| | d) | Clutch released | |
| | e) | Traffic stopped or cleared | |
| | f) | Monitoring of traffic | |
| | g) | Hand signals | |
| | h) | Proceed when safe | |

Evaluator's comments:

C. Passenger Evaluation

- | | | | |
|----|----------------------------------|-------|------------------------------------|
| 1. | Behaviour: | Good: | Needs Improvement: |
| | | | <u>Yes</u> <u>No</u> |
| 2. | Remain seated: | | |
| 3. | Leave and enter bus orderly: | | |
| 4. | Waiting in safe location (A.M.): | | |
| 5. | Cross in front of bus properly: | | |

Evaluator's comments:

Int.

D. Bus Evaluation

- | | | | | |
|----|---------------------------|------|--------------------|----------------------------------|
| 1. | Cleanliness | | <u>Good</u> | <u>Needs Improvement</u> |
| | a) interior | | | |
| | b) exterior | | | |
| 2. | Under hood levels: | | <u>OK</u> | <u>Low</u> |
| | a) engine | | | |
| | b) power steering | | | |
| | c) power brake pump | | | |
| | d) engine coolant | | | |
| 3. | Glass condition: | | Good | Dirty |
| 4. | Seat condition: | Good | Torn | Loose |
| | | | <u>Good</u> | <u>Attention Required</u> |
| 5. | Clutch play | | | |
| 6. | Brake operation | | | |
| 7. | Steering | | | |
| 8. | Tire condition | | | |
| 9. | Noise: exhaust
rattles | | | |

10. Specify any deficiencies that exist:

Evaluator's comments:

Int.

Interlake School Division
Driver Pre-Trip Inspection Evaluation
DRIVERS MUST INDICATE WHAT THEY ARE CHECKING FOR:

1. **Under the hood:**

- Check engine oil level, transmission oil level
- Check for oil leaks on the ground, or fresh oil leaks on or around the engine
- Check brake master cylinder
- Check radiator & hoses: leaks, coolant level, obstruction – on the ground or fresh antifreeze leak on or around engine
- Check belts: cracks, looseness
- Check brake hoses: cracks, leakage & ABS Wiring
- Check power steering hoses and seals – cracks, leakage
- Front tires inside: cracks, bulges, oil leaks
- Check shock absorbers: leaks, mounting cracks at frame, loose
- Hood: hinges, latches for damage
- Check air filter indicator

2. **Inside the bus:**

- Motor vehicle inspection certificate - valid
- Check registration - valid
- Green tag - valid, not chipped or cracked
- Sit in seat and adjust if necessary: seat secure to floor
- Check and fasten seat belt
- Familiarize yourself with accessory locations
- Bus in neutral
- Check clutch free play & ensure pedal can be applied to full range
- Check brakes: depress brake pedal, listen for electric motor: standing brake test
- Turn ignition to "run" - see that brake failure light works
- Start bus with clutch pedal depressed - check all gauges (oil pressure, volt meter, tachometer, water temperature, air pressure)
- Check all windows within driver's vision for cracks and thermo seal
- Check wipers and washers
- Check horn
- Turn on lights and equipment
- Head lamps - Hi beam
- Dash lights, control panel lights, indicator lights
- Left turn signal
- Stop arm
- Crossing gate
- 4-way flashers
- Overhead warning lights
- Defrosters
- Check and adjust all mirrors (as per spec. sheet)
- Check safety equipment
- First aid
- Flares
- Fire extinguishers
- Fire axe or wrecking bar
- Check rear door, emergency windows and hatches; opens buzzer
- Check seats: secure tears
- Lock brake pedal "on" to activate brake lights
- Test service brake: moving application

Int.

Outside walk around

3. **Right front corner:**
 - Mirror; clean, bracket secure
 - Right front tire: No cracks or bulges, no hub oil leaks, hub oil level
 - Minimum tire thread depth 3.2mm, wear pattern
 - Lugs are tight, no signs of rust
 - Check mud flaps – secure, not torn

4. **Front of bus:**
 - Check headlights, clean and not cracked or broken, Hi-beam on
 - Check clearance lights; clean and not cracked or broken
 - Check 4-way flashers; clean and not cracked or broken
 - Check overhead loading lights; clean and not cracked or broken
 - Check left turn signal: clean and not cracked or broken
 - "School Bus" lettering clean and visible

5. **Left front corner (same as right corner):**
 - Mirror; clean, bracket secure
 - Left front tire: No cracks or bulges, no hub oil leaks, hub oil level
 - Minimum tire thread depth 3.2mm, wear pattern
 - Lugs are tight, no signs of rust
 - Check mud flaps – secure, not torn
 - Check battery: secure, cable corrosion

6. **Stop arm/crossing arm:**
 - Lights working
 - Sign clean

7. **Left rear wheels:**
 - Proper inflation, use fire axe or crowbar to check on thread
 - Minimum tire thread depth 1.6 mm, wear pattern
 - Springs, shackle pins and linkage
 - No obstruction in between tires
 - Check inner right wheel and differential (oil leaks)
 - Mud flaps
 - Lugs are tight, no signs of rust or movement spaces uniform
 - Air bags: air leakage, cuts and scrapes
 - Ensure valve stems are free of obstructions and are at center of spacing

8. **Rear of bus:**
 - Check license plate - valid, in place , clean
 - Check clearance lights; clean and not cracked or broken
 - Check 4-way flashers; clean and not cracked or broken
 - Check overhead loading lights; clean and not cracked or broken
 - Check left turn signal; clean and not cracked or broken
 - Check license plate light; clean and not cracked or broken
 - Check brake lights; clean and not cracked or broken
 - Check rear door; opens fully and freely, strap and hinges - OK
 - Check tail pipe and exhaust - no leakage

Int.

9. **Right rear wheels:**
 - Proper inflation - use fire axe or crowbar to check on thread
 - Minimum tire thread depth 1.6 mm, wear pattern
 - Springs, shackle pins and linkage
 - No obstructions between tires
 - Check inner left rear wheel and differential (oil leak)
 - Mud flaps
 - Lugs are tight, no signs of dust, or movement spaces uniform
 - Air bags: air leakage, cuts scrapes
 - Ensure valve stems are free of obstruction and are at center of spacing
10. **Right side:**
 - Check exhaust for signs of leakage
 - Check for oil, antifreeze leaks back of engine
11. **Fuel tank:**
 - Tank and cap secure
 - No signs of leakage
12. **Front Door:**
 - Steps free of obstruction and ice, treads solid and secure
 - Hinges secure and door opens and closes properly
 - Handrail solid and secure
 - Familiarize lock location and operation
13. **Back up lights:**
 - Bus off-turn to accessory
 - Emergency on
 - Bus in reverse
 - Walk to back
14. **Additional items (this requires a second quick walk around):**
 - Check right rear and front turn signal
 - Check low beams
 - Check park brake: tug test
15. **Paperwork**
 - Complete and sign log book

Evaluator's comments:

Int.

	Yes	No	Comment		Yes	No	Comment
Starting				Turning			
Checks traffic				Signals			
Signals into traffic				Approach cautiously			
Rolls on grade				Completes safely			
Starts before lite turns green				Distance from curb			
				Yields traffic			
Stopping				Clears intersection			
Unnecessarily stops							
Stops too sudden				Backing			
Overrunning crosswalk/stop line				Looks both sides & rear			
Safe stop area				Checks mirrors			
Stops at roadway				Shoulder checks			
				Backs at safe speed			
Stop Sign				Steers confidently			
Stops							
Leaves when safe				Attentive			
				Leaves signals on			
Lane control				Hesitant			
Follows safe distance				Yields to traffic			
Stays in own lane							
Checks before changing lanes							
Signals lane change				Control			
Moves in & out when safe				Shifts properly			
				Uses correct gearing			
Passing				Clutch control			
Allows time and space				Engine brake is used			
Allows passing vehicles room				Downshifts as required			
				Horn use			
Uncontrolled Intersections etc				Knowledge of controls			
Slows and checks traffic							
Yields right of way				Rail Crossing			
				Stops at crossing			
Speed				Looks both ways			
Stays within speed limit				Uses correct gearing			
Drives to conditions				Opens/closes door			
Slows thru intersections							
Drives to slow							
Speed is uneven							
Additional information and comments:							

Int.

	Yes	No	Comment		Yes	No	Comment
Starting				Turning			
Checks traffic				Signals			
Signals into traffic				Approach cautiously			
Rolls on grade				Completes safely			
Starts before lite turns green				Distance from curb			
				Yields traffic			
Stopping				Clears intersection			
Unnecessarily stops							
Stops too sudden				Backing			
Overrunning crosswalk/stop line				Looks both sides & rear			
Safe stop area				Checks mirrors			
Stops at roadway				Shoulder checks			
				Backs at safe speed			
Stop Sign				Steers confidently			
Stops							
Leaves when safe				Attentive			
				Leaves signals on			
Lane control				Hesitant			
Follows safe distance				Yields to traffic			
Stays in own lane							
Checks before changing lanes							
Signals lane change				Control			
Moves in & out when safe				Shifts properly			
				Uses correct gearing			
Passing				Clutch control			
Allows time and space				Engine brake is used			
Allows passing vehicles room				Downshifts as required			
				Horn use			
Uncontrolled Intersections etc				Knowledge of controls			
Slows and checks traffic							
Yields right of way				Rail Crossing			
				Stops at crossing			
Speed				Looks both ways			
Stays within speed limit				Uses correct gearing			
Drives to conditions				Opens/closes door			
Slows thru intersections							
Drives to slow							
Speed is uneven							

Additional information and comments:

Int.

Evaluator's comments:

Evaluator's overall comments:

Supervisor's comments (if not the evaluator):

Driver's comments:

Int.

Performance standard rating:

1. I have read the attached report and accept in general principle the assessments made.

Date: _____

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____

Evaluator's Signature

I have read the attached report and do not accept all the assessments made. My objections are recorded on the attached sheet.

Date: _____

Employee's Signature

Date: _____

Supervisor's Signature

c. Personnel file