

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
EMPLOYEE EVALUATION FORM**

Job Description #1400-0415  
Director of Transportation

NAME \_\_\_\_\_

BUILDING \_\_\_\_\_ ANNIVERSARY DATE \_\_\_\_\_

**TYPE OF EVALUATION**

---

---

PROBATIONAL       ADDITIONAL       ANNUAL

**PERFORMANCE LEVEL INDICATION KEY**

---

---

**SCALE            THE EMPLOYEE'S PERFORMANCE HAS:**

- +**            Exceeded or met the expectations for this position.
  
- 0**            Employee's performance does not meet expectations for this position.

For those areas rated "0", the employee shall develop a plan to bring performance to an acceptable level. The supervisor is available for assistance in the development of the plan.

**ESSENTIAL SKILLS**

---

---

- \_\_\_\_\_      **Supervise the maintenance of all school buses and corporation-owned vehicles.**
  
- \_\_\_\_\_      **Maintain performance and maintenance records on all corporation-owned vehicles which includes:  
                 gasoline consumption of each vehicle  
                 repair costs of each vehicle  
                 replacement of equipment due to normal wear and use**
  
- \_\_\_\_\_      **Maintain a reasonable inventory of school bus parts.**
  
- \_\_\_\_\_      **Requisition parts, supplies and equipment as required and according to school policy.**
  
- \_\_\_\_\_      **Supervise work schedule and performance of mechanics in garage.**

- \_\_\_\_\_ Assist in the preparation and enforcement of rules, regulations, and policies relating to the transportation program.
- \_\_\_\_\_ Assist in planning in-service programs for all drivers as necessary.
- \_\_\_\_\_ Assist in the preparation and organization of classroom instruction and behind-the-wheel driving experiences for new drivers, which will conform to state law.
- \_\_\_\_\_ Assist in the recruitment of new prospective bus drivers.
- \_\_\_\_\_ Assist in the notification of drivers of impending bus inspections, vacation schedules and/or activities or events, which may affect the driving schedule of students and driver.
- \_\_\_\_\_ Be responsible for advising bus operators of days and/or times when buses will not be in operation due to inclement weather, etc.
- \_\_\_\_\_ Find replacement or substitute drivers as required.
- \_\_\_\_\_ Keep all buses in a state of readiness for safety inspection and be responsible for repairs as required.
- \_\_\_\_\_ Assist in the preparation of specifications for new buses.
- \_\_\_\_\_ Provide assistance in the development of bus routing.
- \_\_\_\_\_ Be responsible for the arrangement and scheduling of bus drivers for extra-curricular and co-curricular activities.
- \_\_\_\_\_ Make periodic written reports and/or recommendations to the Superintendent of Schools and the Assistant Superintendent as requested.
- \_\_\_\_\_ Work with drivers, mechanics, students, parents, and other school personnel to maintain a smooth functioning transportation program.

## **SUMMARY RATINGS**

---

- \_\_\_\_\_ Accuracy and neatness of work
- \_\_\_\_\_ Amount and performances of work
- \_\_\_\_\_ Attendance and punctuality
- \_\_\_\_\_ Initiative, responsibility
- \_\_\_\_\_ Use of time
- \_\_\_\_\_ Cooperation
- \_\_\_\_\_ Personal relationship
- \_\_\_\_\_ Acceptance of criticism

**SUMMARY COMMENTS**

---

---

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Date**

**The signature of the employee does not mean the employee agrees with the evaluation; rather the employee has read the evaluation.**