

TRANSPORTATION DIRECTOR - EVALUATION

NAME \_\_\_\_\_

Superior---5

DATE \_\_\_\_\_, 19\_\_

Good-----4

Average----3

Fair-----2

Poor-----1

## 1. Schedule Bus Routes

- \_\_\_\_\_ a. Submit to the district administrator bus schedules for all private and public school students transported to and from school.
- \_\_\_\_\_ b. Work with high school principal to arrange after practice transportation.

## 2. Supervise Bus Drivers and Mechanics

- \_\_\_\_\_ a. Assign bus drivers to routes according to district policy and support staff contract.
- \_\_\_\_\_ b. Arrange for buses and rivers for all field trips.
- \_\_\_\_\_ c. Assign substitute bus drivers as needed and keep appropriate records.
- \_\_\_\_\_ d. Assist district administrator in hiring new bus drivers.
- \_\_\_\_\_ e. Provide training for new drivers.
- \_\_\_\_\_ f. Conduct annually individual meetings with each bus driver and mechanic to review performance and submit written evaluation to the district administrator.

## 3. Maintain School Vehicles

- \_\_\_\_\_ a. Schedule repair work on vehicles.
- \_\_\_\_\_ b. Order supplies and materials to repair and operate vehicles as needed following district purchasing policy.
- \_\_\_\_\_ c. Keep records of vehicle repairs.
- \_\_\_\_\_ d. Assist mechanic on vehicle repair work.

## 4. Budget and Payroll

- \_\_\_\_\_ a. Prepare, approve and submit to bookkeeper salary vouchers from drivers for extra driving.
- \_\_\_\_\_ b. Prepare and submit annually to the district administrator a preliminary transportation budget.
- \_\_\_\_\_ c. Review invoices monthly with bookkeeper.
- \_\_\_\_\_ d. Prepare payroll data semimonthly and submit to bookkeeper.

## 5. Other Responsibilities

- \_\_\_\_\_ a. Advise the district administrator regarding school closings due to inclement weather.
- \_\_\_\_\_ b. Suggest to the district administrator ways economize and improve service wherever appropriate.
- \_\_\_\_\_ c. Perform other duties as required.

\_\_\_\_\_ Total Points      Overall Performance Rating \_\_\_\_\_

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

\_\_\_\_\_  
District Administrator

Date \_\_\_\_\_

The employee's signature only indicates that s/he has read the above evaluation and does not necessarily mean that s/he is in agreement with the evaluation. Employees are invited to attach any additional comments to this evaluation.