

11/2010

Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Year: \_\_\_\_\_

1 – **Satisfactory** – consistently performed at a competent level  
2 – **Not Satisfactory** – serious deficiencies exist in this area  
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO.2  
EVALUATION OF  
**HEAD BUS DRIVER**

- 1. Develops yearly route schedules as well as any shuttle schedules and review items at the beginning of each semester with the supervising principal. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 2. Schedules drivers and substitute drivers for all routes and shuttles daily. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 3. Schedules drivers, times and buses for all activities and field trips, with approval of supervising principal. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 4. Coordinates emergency road service for route, shuttle, activity and field trip buses. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 5. Provides radio communication with bus radio during regular route hours and as needed with activity and field trips. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 6. Keeps accurate permanent records for drivers, fuel, mileage, maintenance, credit cards, and time sheets. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 7. Coordinates all maintenance and repairs with bus mechanics, delivers buses to them if at all possible. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 8. Recruits, trains, and supervises new bus drivers. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 9. Conducts bus safety instruction and evacuation drills for drivers, students and other personnel throughout the year. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 10. Assists with all in-service training for the benefit of all drivers in the District. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 11. Assures that no driver shall operate a school bus while the driver's ability or alertness is impaired or likely to become impaired through illness or any other cause so as to make it unsafe for the driver to begin or continue to operate the school bus. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 12. Serves as a regular bus driver. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 13. Performs such other duties as may be assigned from time to time. 1\_\_\_ 2\_\_\_ N/A\_\_\_

14. Establishes and maintains positive rapport with students and staff and other drivers.

1\_\_\_ 2\_\_\_ N/A\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Head Bus Driver

\_\_\_\_\_  
Signature of Supervisor