



The Board recognizes that in order to reach and maintain a high, safe, and uniform standard of proficiency in its transportation system, the School Division must engage in a continuous process of evaluation of all the components of that system. One of the specific components requiring evaluation is the Bus Driver. The need for this periodic assessment and evaluation is generally acknowledged by administrators and School Boards, and is expected by the public.

Assessment and Evaluation should serve the following purposes:

- to effect the safest possible driving habits, practices, and procedures;
- to improve, where necessary, driving habits, practices, and procedures; and
- to increase the effectiveness and efficiency of driving performance.

### **Principles of Bus Driver Evaluation**

The following principles shall apply in the process of Bus Driver assessment and evaluation:

- all Drivers shall be evaluated by the same criteria and standards;
- every effort shall be made to help Drivers who require help.

### **Features of the Evaluation System**

#### **Use of Criteria**

The criteria for evaluation are designed to provide Drivers and the evaluator with a clear basis for the evaluation process.

While all of the stated criteria may not apply to every situation, the Bus Drivers should expect to be evaluated specifically on the items listed and the evaluator should adhere closely to the criteria in making evaluative statements.

#### **Regular Schedule of Evaluation**

- first year Drivers: two reports with a possibility of a third report **if deemed necessary** by the evaluator. The first report is to occur before a Driver begins part time or regular employment;
- regular Drivers are to be evaluated in the third year following their last evaluation.

#### **Special Circumstances**

An evaluation may be done any time the Supervisor of Operations feels there is a need for one e.g. after a preventable accident, or if there is concern about the Driver's health.)

#### **Responsibility for Evaluation**

The Supervisor of Operations will be responsible for Bus Driver evaluations.



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## Evaluation Procedure

### Observations, Reports and Conferences

- It is essential that the Bus Driver be provided with a copy of the evaluation policy and instrument well in advance of the actual evaluation. It is recommended that a Driver new to the Division be briefed on the details of the evaluation process upon assuming duties.
- The formal evaluation should be preceded by a pre-conference in which the evaluator outlines the aspects of the Driver's performance that will be appraised.
- The evaluator will confer with the Driver as soon as possible following the observation.
- The Driver should be given advance notice of a conference in order to prepare for discussion of the report with the evaluator.
- The content of the report is to be discussed by the evaluator with the Driver. The report should indicate strengths, weaknesses, and suggestions for improvement.
- The Driver must sign the completed evaluation to indicate that he/she has seen the report and that it has been discussed. The Driver may add comments if he/she desires to do so.

### Evaluation Forms

- A standard form will be used for all Drivers.
- The form will follow the outline of Criteria for Evaluation.
- The Driver has the right to add his/her own comments to the form. Indeed this is encouraged.
- The Driver's signature indicates only that the Driver has read the completed form and discussed it with the evaluator.

### Criteria for Bus Driver Evaluation

The criteria for Bus Driver evaluation are organized into 14 major areas, namely:

- vehicle preparation;
- entering traffic flow;
- left turns;
- right turns;
- lane change;
- railways crossings;
- passing;
- being passed;
- curves;



- intersections/straightaways;
- route turnaround - am pickup/pm dropoff;
- student pickup procedure on route;
- student dropoff procedure on route.

Each of these major areas is further divided into a series of specific objectives so as to define and clarify the evaluation process.