



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.

The bus driver's primary responsibility requires the performance of all duties to ensure safety standards as outlined in the Bus Driver Manual and the Bus Driver job description.

The bus driver evaluation is to ensure each driver meets the standards of competency to accomplish this purpose. The Transportation Supervisor is responsible for the completion of the Bus Driver evaluation in consultation with the school principal(s).

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.

Criteria for Bus Driver Evaluation

The Transportation Supervisor will complete a Bus Driver Evaluation. This evaluation includes:

- Safety
- Timeliness
- Student Conduct
- Bus Cleanliness and Care
- Respectful Attitude

In addition to the Bus Driver Evaluation, a checklist will be completed that addresses the technical aspect of the Bus Driver duties and responsibilities. This list is organized into 14 technical 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 drop-off;
- student pickup procedure on route;
- student drop-off procedure on route.

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 Transportation Supervisor feels there is a need for one e.g. after a preventable accident, or if there is concern about the Driver's health.)

Evaluation Procedure

Observations, Reports and Conferences

- It is essential that the Bus Driver be provided with a copy of the evaluation procedure and instrument well in advance of the actual evaluation. It is recommended that a new driver 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.