

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

EVALUATION CRITERIA
NATIONAL CONFERENCE OF FIREMEN AND OILERS



School Bus Drivers, School Bus Attendants,
Coordinators I and Coordinators II

PERFORMANCE FACTOR	PERFORMANCE CRITERIA
<p>1. JOB KNOWLEDGE</p> <p><i>Performs job responsibilities with methods, techniques, and skills required of position</i></p>	<p>Demonstrates knowledge of State laws, rules and regulations and School Board policies relative to transportation</p> <p>Maintains the confidentiality of records/information</p> <p>Effectively handles problems related to student conduct and makes referrals to principals verbally or in writing</p> <p><u>SUPERVISORY SKILLS</u></p> <p><i>Demonstrates effective decision-making skills</i></p> <p><i>Provides input for performance evaluations according to the guidelines</i></p>
<p>2. SELF MOTIVATION</p> <p><i>Strives to succeed</i></p>	<p>Attends all inservice training and/or continuing education programs</p> <p><u>SUPERVISORY SKILLS</u></p> <p><i>Readily assumes responsibility for projects</i></p>
<p><i>Stretches personal resources</i></p>	<p>Uses talents and skills to enhance the organization</p> <p><u>SUPERVISORY SKILLS</u></p> <p><i>Searches and gathers many different kinds of information before making decisions</i></p>
<p><i>Builds on strengths and works on deficiencies</i></p>	<p>Accepts constructive criticism and seeks to improve</p> <p>Develops areas of strength</p> <p>Seeks assistance and/or additional training as required</p> <p><u>SUPERVISORY SKILLS</u></p> <p><i>Adjusts to new situations resulting from new laws, decisions, or circumstances</i></p>

3. SELF MANAGEMENT	Prepares monthly reports, accident and special reports as required
<i>Personally well-organized</i>	Prioritizes tasks aligned with meeting goals
<i>Utilizes time effectively</i>	Accomplishes the required amount of work within the established timeframe
<i>Takes independent action</i>	Works well independently
4. ADAPTABILITY TO CHANGE	Learns and adjusts to new methods, conditions, and changes
<i>Possesses the ability to react to and compensate for necessary changes in operations</i>	Handles a variety of work demands
5. INTERPERSONAL EFFECTIVENESS	Promotes positive relations among students, parents, administrators, and co-workers
<i>Maintains effective working relationships with associates/students</i>	Actively supports an environment where all individuals are treated respectfully and fairly Projects a positive and professional image when dealing with the public Demonstrates an understanding of diverse cultures and utilizes that knowledge to ensure that all individuals are treated equitably
<i>Handles conflict well</i>	Handles difficult situations with tact and diplomacy
<i>Presents ideas effectively</i>	Demonstrates effective verbal and/or written communication skills Keeps supervisors apprised of necessary information
6. WRITTEN AND/OR ORAL ASSIGNMENTS	Follows directions given by supervisors
<i>Follows directions easily and effectively</i>	Observes rules, regulations, and policies
<i>Completes assignments on time and in compliance with directions given</i>	Prepares a monthly report on details of bus operations, and accident and special reports as required Quality of work shows accuracy, completeness, and neatness of work performed
7. PUNCTUALITY	Arrives promptly and departs no earlier than designated time Notifies supervisor in a timely manner when not reporting to work
8. ATTENDANCE	Does not abuse or misuse sick leave Avoids excessive absences

ADDITIONAL FACTOR (S)**9. APPEARANCE**

Maintains a neat, well-groomed, and professional image in accordance with the dress codes

10. EQUIPMENT

Operates school bus in a safe and appropriate manner

Demonstrates knowledge of the operation of all buses

Maintains bus in a clean and safe condition