



**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
BUS ATTENDANT**

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Assist with safe loading and unloading of students.
2. Enforce safety rules for students.
3. Monitor student behavior.
4. Administer to the individual needs of the students as required.
5. Escort students to class or office if needed.
6. Assist driver with keeping bus clean and with keeping needed supplies on the bus.
7. Be familiar, if assigned to exceptional education students, with each student's exceptionality.
8. Be aware, if assigned to exceptional education students, of each student's physical needs.
9. Assist, if assigned to exceptional education students, with door-to-door loading and unloading, if needed.
10. Ensure that students are secured (seatbelts, special seats, wheelchairs, and others), and monitor structures and/or equipment to assure safety.
11. Learn evacuation procedures and assist students and driver as necessary.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 30     Exemplary 28     Effective 26     Needs Improvement 18     Unsatisfactory 0

**2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

12. Interact appropriately with students.
13. Communicate well with bus drivers and supervisor.
14. Keep supervisor informed of potential problems or unusual events.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 16     Exemplary 14     Effective 12     Needs Improvement 6     Unsatisfactory 0

Name \_\_\_\_\_

Position \_\_\_\_\_

**3. EMPLOYEE QUALITIES / RESPONSIBILITIES**

**Category Definitions**

- 15. Follow all policies and laws governing transportation.
- 16. Attend assigned inservice meetings.
- 17. Become familiar with location and operation of emergency equipment.
- 18. Follow all transportation policies and procedures.
- 19. Maintain familiarity with bus route to which assigned.
- 20. Work independently or as a team member.
- 21. Maintain a good relationship with bus driver, students, parents and school personnel.
- 22. Report to work punctually and regularly.
- 23. Display an appropriate work ethic.

Source Code (Check Choices)    A. Direct Documentation    B. Indirect Documentation    C. Training Programs Competency Acquisition    D. Evaluatee Provided    E. Confirmed Observation

Rating Code (Check One)    Outstanding 18    Exemplary 16    Effective 14    Needs Improvement 7    Unsatisfactory 0

**4. SYSTEM SUPPORT**

**Category Definitions**

- 24. Represent the School Board in a positive manner.
- 25. Perform other incidental tasks consistent with the goals and objectives of the District and this position .

Source Code (Check Choices)    A. Direct Documentation    B. Indirect Documentation    C. Training Programs Competency Acquisition    D. Evaluatee Provided    E. Confirmed Observation

Rating Code (Check One)    Outstanding 18    Exemplary 16    Effective 14    Needs Improvement 7    Unsatisfactory 0

**5. WORKSITE SERVICE STANDARDS**

**Category Definitions**

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

**(Special Note)**

**An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating**

Source Code (Check Choices)    A. Direct Documentation    B. Indirect Documentation    C. Training Programs Competency Acquisition    D. Evaluatee Provided    E. Confirmed Observation

Rating Code (Check One)    Outstanding 18    Exemplary 16    Effective 14    Needs Improvement 7    Unsatisfactory 0