



JOB RELATED SKILLS:

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|----|---|----------|-----------|----------|-----------|-----------|
| 1. | Planning and designing bus routes so that they are efficient and effective within provincial regulations and division policy. | O | VG | S | NI | NA |
| 2. | Maintaining accurate records of fuel, maintenance, and general operating expenses of the transportation fleet to ensure expenditures are within the approved transportation budget. | O | VG | S | NI | NA |
| 3. | Supervising the requests for and availability of buses for educational tours, co-curricular trips, and special needs programming. | O | VG | S | NI | NA |
| 4. | Investigating school bus accidents, preparing a report, initiating preventative procedures, and ensuring that accidents are promptly reported to the proper authorities and insurance agents. | O | VG | S | NI | NA |
| 5. | Completes an evaluation of bus drivers and garage mechanic staff and provides recommendations to the Superintendent/CEO as to employment, transfer, termination, promotion, or demotion of staff. | O | VG | S | NI | NA |
| 6. | Ensures that scheduled preventative maintenance, servicing, and safety inspections are carried out on all buses as required by Park West School Division and provincial regulations. | O | VG | S | NI | NA |
| 7. | Establishes and maintains the bus garage inventory control program. | O | VG | S | NI | NA |
| 8. | Handles the preparation and processing of tenders for the purchase of buses, fuel, supplies, and services related to transportation. This also includes the disposition of surplus school buses because of age or route reductions. | O | VG | S | NI | NA |



9.	Serves as a resource to the Superintendent/CEO and Board of Trustees by preparing financial and statistical data required for short and long term planning.	O	VG	S	NI	NA
10.	Prepares and completes MECY and Divisional transportation reports and forms on a regular basis.	O	VG	S	NI	NA
11.	Provides annual value estimates for our third-party liability extension policy.	O	VG	S	NI	NA
12.	Coordinate all warranty related claims as identified either internally or by the manufacturer.	O	VG	S	NI	NA
13.	Plans and carries out in-service training of staff under his or her supervision and with specific reference to bus drivers, develop and implement approved bus operating rules and procedures, safety regulations, and driving standards that ensure adherence to any particular rules and regulations of the province or municipal regulatory bodies.	O	VG	S	NI	NA
14.	Provide policy/procedure guidance and direction to staff under his or her supervision to ensure that their actions are congruent with approved policy and regulations.	O	VG	S	NI	NA
15.	Works with the Student Services Coordinator to ensure that URIS training is in place.	O	VG	S	NI	NA
16.	Maintains filing system for all equipment, bus routes, and other necessary information.	O	VG	S	NI	NA
17.	Perform all other related duties as assigned.	O	VG	S	NI	NA
18.	Attendance.	O	VG	S	NI	NA
19.	Public Relations					
	a) works positively as part of the PWSD team.	O	VG	S	NI	NA
	b) interacts positively with other staff.	O	VG	S	NI	NA
	c) interacts positively with the public.	O	VG	S	NI	NA
20.	Personal Qualities / Attributes					
	a) punctuality	O	VG	S	NI	NA
	b) dependability	O	VG	S	NI	NA



c)	cooperation	O	VG	S	NI	NA
d)	enthusiasm	O	VG	S	NI	NA
e)	judgment	O	VG	S	NI	NA
f)	adaptability	O	VG	S	NI	NA
g)	confidentiality	O	VG	S	NI	NA
h)	personal appearance	O	VG	S	NI	NA
i)	attitude to work	O	VG	S	NI	NA
j)	accepts responsibility	O	VG	S	NI	NA
k)	accepts direction	O	VG	S	NI	NA

Comments:

Ratings:	
Outstanding	<u>Outstanding</u> is unusual. Genuine "outstanding" performance means performance that is all one can possibly expect in all phases of the work. "Outstanding" work performance means a degree of performance that can be achieved but rarely maintained.
Very Good	<u>Very Good</u> means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.
Satisfactory	<u>Satisfactory</u> means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.
Needs Improvement	<u>Needs Improvement</u> means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A "Needs Improvement" rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.
Not Applicable	<u>Not Applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.



GROWTH PLAN (Summary)

1. General Information – position description.

2. Growth Plan (Goals)

3. Areas of Strength:

4. Suggestions for Improvement:

5. Recommendations/Conclusions:

I have read and received a copy of the evaluation.

Employee's Signature

Date

Evaluator's Signature

Date

Comments (additional sheets may be added as required):