



**PORTAGE LA PRAIRIE SCHOOL DIVISION**

**OPERATIONS DEPARTMENT**  
**EVALUATION - SCHOOL BUS DRIVER**

**NAME** \_\_\_\_\_

To be completed by the Supervisor of Operations or his delegate as follows:

1. On all new drivers towards the completion of the six month probationary period.
2. On all drivers during the school year.
3. Completed form must be signed by driver who is then given a copy.
4. To be rated as follows:
  1. Satisfactory
  2. Needs improvement (requires comment)
  3. Unacceptable (requires comment)

**A. PRE-TRIP INSPECTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. DRIVING SKILLS**

1. Start
2. Shifting/Clutching
3. Driving
4. Speed
5. Braking
6. Use of lights
7. Use of mirrors/Check danger zone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. ATTITUDE**

1. Toward students
2. Toward management
3. Confidence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. SCHEDULE**

1. Driver
2. Student

\_\_\_\_\_  
\_\_\_\_\_

**E. BUS CLEANLINESS**

1. Inside
2. Outside

\_\_\_\_\_  
\_\_\_\_\_



**F. DEPARTMENT**

- 1. Students \_\_\_\_\_
- 2. Driver \_\_\_\_\_

**G. PAPERWORK**

- 1. Log book \_\_\_\_\_
- 2. Time sheet/paperwork \_\_\_\_\_

On any item rated "Needs Improvement" or "Unacceptable", please record on the bottom of this form what is being done to effect improvement and file a subsequent report within 10 days.

Comments and follow-up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Supervisor of Operations \_\_\_\_\_

I **agree** in general with the observations recorded above.

Date \_\_\_\_\_ Driver \_\_\_\_\_

I **disagree** with the observations recorded above. My objections are recorded on the attached sheet.

Date \_\_\_\_\_ Driver \_\_\_\_\_

**Copies to:**                    **DIVISION OFFICE** \_\_\_\_\_ **DRIVER** \_\_\_\_\_ **FILE** \_\_\_\_\_