

## **Pine Creek School Division**

**Regulation:** GE-RD  
**Approval Date:** April 13, 1999 (155)  
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### Bus Driver Evaluation Procedures

#### Purpose

The bus driver's primary function is to provide safe and efficient transportation so that students may enjoy the fullest possible advantage of the Division's curricular and extra-curricular program.

The driver evaluation is to ensure each driver meets the standards of competency to accomplish this purpose. The Transportation Coordinator in consultation with the driver also creates a plan of improvement for the driver and his/her route.

This process will consist of the following steps:

1. Transportation Coordinator will ride the bus on a regular bus run. Areas of concern will be identified by the Transportation Coordinator in consultation with the driver (examples: turn-arounds, road conditions, loading and unloading procedures, pre & post trip inspections, students' behaviour and the driver's ability).
2. Driver and route records check. The Transportation Coordinator will review bus driver abstracts, log book, month end reports, and bus information (route map, bus delay sheet, student list). Other related items: route files, repair work orders, lane pick-up requests, any noted student behaviour problems, plus any other relevant documentation.
3. After reviewing all relevant information an evaluation report will be completed by the Transportation Coordinator. A meeting will be held with the driver to review the report with the Transportation Coordinator.
4. An interim evaluation will be completed by the Transportation Coordinator two weeks prior to the end of the probationary period.
5. A full evaluation will be completed before one year of employment.
6. Following the first year evaluation, the respective employee shall be evaluated every third year.
7. Additional evaluations may be initiated by the Transportation Coordinator or as requested by the driver.
8. Bus driver evaluations will include consultation with the school principal(s).