

STANDARDS FOR QUALITY PROFESSIONAL PRACTICE MECHANIC

Name:

Position:

Location:

Evaluation Period From:

To:

☐ Probationary ☐ Annual

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consistently performs duties with minimal supervision; Takes initiative; self-directed; anticipates future work needs; Seeks to enhance the position and work environment; Completes tasks in a timely manner; Accepts new or different conditions; adjusts quickly; cooperative; flexible; Consistently keeps work organized; carries out duties effectively and efficiently; Demonstrates proficiency in the uniqueness of school bus repairs and WSP inspection criteria; Ability to trouble-shoot and make necessary repairs; Clear understanding of district/building programs and the critical need for reliable transportation of district students; Uses technology to track maintenance orders, work flow and inventory; 	Comments/Goals:		
COMMUNICATION/TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Communicates in a positive manner with colleagues, follows instructions and uses appropriate problem solving and other skills that enhance the transportation team; Communicates with supervisor, dispatchers and drivers on needs of equipment and repairs; Effectively works with office staff in scheduling maintenance; 	Comments/Goals:		
PROFESSIONALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Confidentiality; Saves Personal tasks for outside of work time; Positive attitude; enthusiastic; Maintains appropriate dress and appearance; Seeks professional growth opportunities as it pertains to job assignment; Keeps current on new bus repair and maintenance procedures; 	Comments/Goals:		
STUDENT SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides positive behavioral support and management of students, as needed; Provides appropriate strategies and techniques to provide student support; Knowledge of, and ability to follow, required health, safety and emergency procedures as indicated; 	Comments/Goals:		

	Problem Area	Approaches Standard	Meets/Exceeds Standard
ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Regular attendance supports consistency in the work environment; Timely notice is given when absence is anticipated and proper procedures are followed; Arrives prepared to work at designated start time; Works full shift; leaves at designated end time; 	Comments/Goals:		

Other Comments:

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature:

Date:

Evaluator Signature:

Date:

Employee Statement attached: ☐ Yes ☐ No