

BUS MONITOR

Program: **UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: _____

Date: _____

1. UNACCEPTABLE

2. MARGINAL

3. COMPETENT

4. COMMENDABLE

5. DISTINGUISHED

A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.....1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.....1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community.....1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards1 2 3 4 5
7. Improve self-skills and education1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor1 2 3 4 5
10. Be a contributory team member in a positive/productive manner1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties1 2 3 4 5

*Comments or examples:

B. Safe and Legal Bus Operations:

1. *Monitors children and adults while being transported.1 2 3 4 5
2. *Assists in pre-trips prior to each route, Assists post trip after each route1 2 3 4 5
3. Children under 4, weighing 40 pounds or less are using Booster Seats. Booster seats are Seat belted in at all times.....1 2 3 4 5
4. *Messages are checked before each route.....1 2 3 4 5
5. *Ensures that children are seated and safety belts fastened and pulled tight.....1 2 3 4 5
6. *Ensures that bus is attended at all times1 2 3 4 5
7. Assists in emergency situations and assure the are handled quickly, calmly and effectively1 2 3 4 5
8. *Evacuation drill done monthly with each class.....1 2 3 4 5
9. No food or Drink is brought on the Bus (except on staff day)1 2 3 4 5

* Comments or examples:

C. Pick-up and Delivery of Children:

- 1. Distributes "take home" material with coordination of CFA's, Teachers, and TA's1 2 3 4 5
- 2. Informs CFA, Teacher/TA's after each route when all children have been delivered1 2 3 4 5
- 3. Informs CFA, Teachers/TA's of disciplinary problems on the bus and coordinates efforts with them.....1 2 3 4 5
- 4. Ensures the safety and well being of children, parents and staff1 2 3 4 5
- * Comments or examples:

D. Guidance:

- 1. Sets a few simple rules reinforced consistently1 2 3 4 5
- 2. Gives choices or directives when appropriate1 2 3 4 5
- 3. Makes expectations clear and follows through1 2 3 4 5
- 4. Anticipates problems and avoids them.....1 2 3 4 5
- 5. Teaches positive and appropriate behavior1 2 3 4 5
- 6. Helps children understand feelings1 2 3 4 5
- 7. Shows that behavior, not child, is unacceptable1 2 3 4 5
- 8. Is physically and verbally warm and supportive.....1 2 3 4 5
- 9. Uses a variety of positive guidance techniques such as redirection and logical consequences.....1 2 3 4 5

*Comments or examples:

E. Parent Communication and Relations:

- 1. Knows all parents by name.....1 2 3 4 5
- 2. Uses a variety of ways to communicate so that messages are heard and acted on1 2 3 4 5
- 3. Asks for, receives, and acts on input.....1 2 3 4 5
- 4. Knows and respects parent's values and goals for their children1 2 3 4 5
- 5. *Maintain confidentiality with all parent matters1 2 3 4 5

*Comments or examples:

F. Staff Communication and Team Membership:

- 1. Shares materials and information.....1 2 3 4 5
- 2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling1 2 3 4 5
- 3. *Supports team members and supervisor verbally and by attitude1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with team members.....1 2 3 4 5

*Comments or examples:

G. Work Ethics:

- 1. *Comes to work on time.....1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work.....1 2 3
- 3. *Misses little time because of illness1 2 3
- 4. Willingly accepts changes in program1 2 3
- 5. Accepts and acts on constructive criticism.....1 2 3
- 6. Follows through on accepted tasks or agreements1 2 3

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____

Date _____

Bus Monitor's Signature _____

Date _____

UMCHS/RVS 12/29/98

Rating Scale Explanation:

- 1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
- 2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
- 3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
- 4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
- 5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period**
- Eligible for merit increase**
- Not eligible for merit increase**