

TRANSPORTATION MANAGER
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: _____ Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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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 policies 1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information 1 2 3 4 5
6. Maintain objectives and professional standards 1 2 3 4 5
7. Improve self-skills and education..... 1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy 1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor..... 1 2 3 4 5
10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties 1 2 3 4 5

*Comments or examples:

B. Principal Duties and Responsibilities:

1. *Assists in developing and maintaining regular bus routes..... 1 2 3 4 5
2. *Coordinates and arranges training for bus drivers and monitors..... 1 2 3 4 5
3. *Insures that routine maintenance occurs on all agency vehicles 1 2 3 4 5
4. *Provide bus and safety trainings in classrooms and parent committee meetings 1 2 3 4 5
5. *Monthly reports are filed accurately and on time as required..... 1 2 3 4 5
6. *Substitutes for bus drivers when needed 1 2 3 4 5
7. Contributes positively to and promotes program 1 2 3 4 5
8. Actively participates in staff meeting, conferences, training, and workshops as assigned and requested..... 1 2 3 4 5
9. Knows personnel policies, work plan, objectives of Head Start and home-base philosophy..... 1 2 3 4 5
10. Willingly performs other duties as deemed necessary by the supervisor 1 2 3 4 5
11. Respects authority of supervisors..... 1 2 3 4 5
12. *Arranges for repairs, maintenance and annual inspections of all school buses and repairs and maintenance of other company vehicles in a timely manner as needed and as directed by the Operations Director..... 1 2 3 4 5
13. *Ensure that routine maintenance and cleaning of all agency vehicles occurs 1 2 3 4 5

* Comments or examples:

C. Supervisory Skills and Duties:

1. Provides training to staff so that they can adequately complete their tasks and increase their skills..... 1 2 3 4 5
2. *Sets aside sufficient time to meet and plan with staff..... 1 2 3 4 5
3. Helps staff become more proficient by:
 - a. Patiently answering questions..... 1 2 3 4 5

- b. Giving needed direction pleasantly 1 2 3 4 5
- c. Recognizing accomplishments 1 2 3 4 5
- d. Evaluating staff often and objectively 1 2 3 4 5
- 4. Delegates effectively and appropriately 1 2 3 4 5
- 5. Elicits staff input and acts on it..... 1 2 3 4 5
- 6. *Assures consistency of procedures and practices among staff..... 1 2 3 4 5
- 7. Acts on staff problems quickly and appropriately..... 1 2 3 4 5
- 8. *Ensures staff are aware of program policies and procedures 1 2 3 4 5
- 9. Regularly informs staff of inter-agency communication deadlines, and changes in policies and procedures 1 2 3 4 5
- 10. Assist in the interviewing and hiring process 1 2 3 4 5
- 11. *Ensures that staff is actively engaging in work..... 1 2 3 4 5
- 12. Promotes leadership skills in others 1 2 3 4 5
- * Comments or examples:

D. 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 handling 1 2 3 4 5
- 3. *Supports team members and supervisor verbally and by attitude..... 1 2 3 4 5
- * Comments or examples:

E. 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 illness..... 1 2 3
- 4. Willingly accepts changes in program..... 1 2 3
- 5. Accepts and acts on constructive criticism 1 2 3
- 6. Follows through on accepted tasks or agreements 1 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 _____

Employee Signature _____ Date _____

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**