

2026-2027

**MONROE COUNTY INTERMEDIATE
SCHOOL DISTRICT**



TRANSPORTATION DEPARTMENT
Performance Observation Form

Updated: August 25, 2026

Transportation Department
Performance Observation Form
2026-2027 School Year

This evaluation form is used to provide probationary and annual evaluations to bus drivers directly employed by Monroe County Intermediate School District (MCISD), including bus drivers who drive for Head Start programming. It should be used by MCISD's Transportation Supervisor or Early Head Start/Head Start Director to evaluate bus driver performance relative to their safety obligations.

Return completed forms to *Human Resources*.

Observation

Name of Employee Being Evaluated: _____ Date of Observation: _____

Name/Title of Observer: _____

Name of Bus Aide During Observation: _____ Number of Students on Bus: _____

Route Observed: _____

Weather Conditions: _____

Head Start Center: _____ Evaluation Type (Probationary or Annual): _____

Overall Evaluation Rating: ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Additional Comments:

Performance

Performance Area	Observed? (Y or N)	Comments	Rating
The student bus attendance log has been completed daily.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The pre-trip, mid-day trip, and post-trip inspections were completed.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The car seat/safety restraint inspection was completed.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The empty bus checklist has been completed by the driver and PSA/volunteer.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The following are posted on the bus: (1) Current insurance; (2) Emergency procedures; and (3) Daily schedules with time.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The following are easily accessible and up-to-date: (1) Emergency cards (HS 1520 form); (2) Detailed pickup and drop-off times with student names; (3) Written bus route; and (4) Bus aide job description.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Performance Area	Observed? (Y or N)	Comments	Rating
There is evidence that transportation information is shared at the center meetings for staff as well as parent meetings.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
Any child needing alternate seating such as Start-Seat, Safety Harness, or others are indicated on the written bus route.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The bus driver removes the keys from the ignition whenever they leave their seat.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The bus is clean, safe, and organized.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The bus driver uses the seat belt whenever the bus is in motion.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The bus driver and bus aide/PSA/volunteer use positive conversations and are friendly with students.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The bus driver and PSA/volunteer are friendly with parents/guardians.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Performance Area	Observed? (Y or N)	Comments	Rating
The bus driver and PSA/volunteer can show the observer how to use the following equipment: (1) Fire extinguisher; (2) Bidirectional triangles; (3) Emergency Fuses; and (4) First aid kit.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The pickup/drop-off at the center is organized and no student is left unattended.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
An adequate amount of time is allowed for the pickup/drop-off of students.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
Students are on the bus an hour or less.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The PSA/volunteer stays seated and uses a seatbelt whenever the bus is in motion.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
The PSA/volunteer assists all students on and off the bus to ensure their safety.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Performance Area	Observed? (Y or N)	Comments	Rating
Appropriate discipline is used on the bus.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
An approved adult (PSA/volunteer/bus driver) is present on the bus whenever a student is on board.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
Bus driver and PSA/volunteer can explain the emergency evacuation procedure.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
Bus driver and PSA/volunteer can explain the blood borne pathogen procedure.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
Bus driver and PSA/volunteer can state how many students are on board at any point in the route.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
Bus driver and PSA/volunteer can explain the student release procedure.	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Other Performance Area Observations	Observed? (Y or N)	Comments	Rating
	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
	☐ Y ☐ N		☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

By signing below, I acknowledge and agree that I have discussed all items reviewed on this form with the employee.

Supervisor Signature

Date

By signing below, I acknowledge I received a copy of this evaluation and discussed its contents with my supervisor. I understand my signature does not necessarily represent agreement with this evaluation. I may choose to respond in writing to this evaluation and understand I must do so within five (5) business days. My written response will be attached to this evaluation.

Employee Signature

Date