

Hoosier Uplands Head Start

Bus Driver Ride Along Observation

Name: _____ Date: _____

Current Position: _____ Bus # _____

Indicator	Meets expectations	Developing	Does not Meet expectations
Maintains high ethical behavior and confidentiality of information			
Alerts the teacher to any problem or special information about an individual student.			
Upholds transportation rules, administration regulations, and policies of H.S.			
Cooperates with all staff members.			
Communicates effectively and politely in person, on the Head Start radio, and in writing			
Obeys all traffic laws, makes appropriate stops at railroad tracks, comes to complete stops at red lights and stop signs.			
Exterior and interior of bus clean			
Driver completes pre trip inspection before beginning the route.			
Driver interacts with Children and adults, in a positive manner.			
Driver assures that all children & adults are in restraints before moving.			
Maintains discipline when students are on bus.			
Bus driver maintains total control and quiet at railroad crossings.			
Appropriately uses flashers when stopped at pick up/ drop off points			
Appropriately uses stop arm when picking/dropping off riders.			
Use positive methods of child guidance			
First aid kit, Fire extinguisher and seat belt cutter were available			
Keeps to assigned schedule, Paperwork is up-to-date			
Keeps Transportation Specialist informed in case of late arrival, substitute driver, need for a spare bus.			
Follows procedures for releasing students to authorized persons			
Demonstrates caring , respect, and fairness for all students, staff and parents			
Safety drills are conducted and recorded			
Dresses neatly, and cleanly			
Complies with materials in current Head Start employee handbook			

Other observations:

Recommended / Training Needed:

Driver's Signature _____ Date: _____

I agree with this observation? Yes No

Signature of Observer _____ Date: _____

Distribution: Original – Assistant Director Copy – Center File & Driver

Updated : 9/29/11