**MCISD/Head Start Transportation Performance Observation Form**

This form is to be used by the director of transportation, transportation coordinator, or a Head Start program director to evaluate the bus drivers performance related to safety requirements.

Name of Driver:       Date:       Weather:

Name of Bus Monitor:       Head Start Center:

Observations Made By:       Title:

Route Observed:       Number of Students on the Bus:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Area** | **Observed****(Y/N)** | **Comments** | **Satisfactory** | **Needs****Improvement** | **Unsatisfactory** |
| The student bus attendance log has been completed daily.  |       |       |       |       |       |
| The pre-trip, mid-day trip and post trip inspections were completed. |       |       |       |       |       |
| The car seat/safety restraint safety inspection was completed. |       |       |       |       |       |
| The empty bus checklist has been completed by the driver and PSA/volunteer. |       |       |       |       |       |
| The following are posted on the bus:1. Current Insurance
2. Emergency Procedures
3. Daily Schedule with times.
 |       |       |       |       |       |
| **Performance Area** | **Observed****(Y/N)** | **Comments** | **Satisfactory** | **Needs****Improvement** | **Unsatisfactory** |
| The following are easily available and up to date:1. Emergency cards (HS 1520 form)
2. Detailed PU/DO times w/names
3. Written bus route
4. Bus aide job description
 |       |       |       |       |       |
| There is evidence that transportation information is shared at the center meetings for staff and parent meetings. |       |       |       |       |       |
| Any child needing alternate seating such as Star Seat, Safety Harness, or other are indicated on written bus route. |       |       |       |       |       |
| The bus driver removes the keys from the ignition whenever they leave their seat. |       |       |       |       |       |
| The bus is clean, safe and organized. |       |       |       |       |       |
| The bus driver uses the seat belt whenever the bus is in motion. |       |       |       |       |       |
| The bus driver and PSA can show you how to use the following equipment:1. Fire extinguisher
2. Bi-directional triangles
3. Emergency fuses
4. First aid kit
 |       |       |       |       |       |
| The bus driver and PSA/volunteer are friendly with children and parent/guardian. |       |       |       |       |       |

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| --- | --- | --- | --- | --- | --- |
| **Performance Area** | **Observed****(Y/N)** | **Comments** | **Satisfactory** | **Needs****Improvement** | **Unsatisfactory** |
| The bus driver and PSA/volunteer use positive conversation with the students. |       |       |       |       |       |
| The PU/DO at the center is organized and no student is left unattended. |       |       |       |       |       |
| An adequate amount of time is allowed for the PU/DO of students. |       |       |       |       |       |
| Students are on the bus an hour or less. |       |       |       |       |       |
| The PSA/volunteer stays seated and uses a seat belt when the bus is in motion. |       |       |       |       |       |
| The PSA/volunteer assists all students on and off the bus to ensure their safety. |       |       |       |       |       |
| Appropriate discipline is used on the bus. |       |       |       |       |       |
| An approved adult (PSA/volunteer or a bus driver) is present on the bus whenever a student is on board. |       |       |       |       |       |
| Bus driver and PSA/volunteer can explain the emergency evacuation procedure. |       |       |       |       |       |
| Bus driver and PSA/volunteer can explain the blood borne pathogen procedure. |       |       |       |       |       |
| Bus driver and PSA/volunteer can tell you how many students are on board at any point in the route. |       |       |       |       |       |
| Bus driver and PSA/volunteer can explain the student release procedure. |       |       |       |       |       |
| **Performance Area****Other observations: (please list)** | **Observed****(Y/N)** | **Comments** | **Satisfactory** | **Needs****Improvement** | **Unsatisfactory** |
|       |       |       |       |       |       |