

MEMORANDUM OF UNDERSTANDING (MOU)

The Bellbrook-Sugarcreek Board of Education and the Sugarcreek Local Association of Support Personnel (SLASP) previously entered into a collective bargaining agreement (AGREEMENT), effective July 1, 2014 through June 30, 2017. This MOU modifies the AGREEMENT with express consent of both parties.

Pursuant to Article 20 of the AGREEMENT, a joint committee was formed to create a fair and objective evaluation instrument, including the form to be used when evaluating transportation staff. This MOU amendment expressly incorporates the "Support Staff Evaluation Form" that was produced by the joint committee. Effective immediately, each member of SLASP shall be evaluated by his/her supervisor at least once during each year of employment by means of the evaluation instrument attached.

All other terms and conditions of the AGREEMENT shall remain in full force and effect.



Tina White (Association)

SLASP President

Date: 05/06/2016



Dr. Keith St. Pierre (Board)

Superintendent

Date: 5/9/2016

BELLBROOK-SUGARCREEK SCHOOLS – SUPPORT STAFF EVALUATION FORM

Name: _____ Date: _____

Job Assignment: _____ School/Department: _____

This form must be completed in full and signed by the supervisor and employee. The employee's signature does not indicate agreement with the evaluation, but indicates the evaluation has been reviewed.

SELF EVALUATION				1.EXCEEDS 2.ACCEPTABLE	3.IMPROVEMENT NEEDED 4.UNACCEPTABLE	SUPERVISOR EVALUATION			
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
				1. <u>Ability</u>					
				A. Rate the employee on ability to operate equipment as required by the position.					
				B. Rate the employee on ability to perform the specific duties required of the position.					
				2. <u>Attitude</u>					
				Rate the employee on attitude toward the job, schools, other employees, etc.					
				3. <u>Dependability</u>					
				A. Rate the employee on attendance record					
				B. Is the employee punctual for work, lunch, and break periods?					
				C. Does employee report absences to supervisor and in KIOSK?					
				D. Does employee attend all required meetings at the building and/or the district level?					
				4. <u>Reliability & Responsibility</u>					
				A. Rate the employee on the ability to follow instructions					
				B. Rate employee on ability to utilize appropriate work methods and procedures					
				C. Rate employee on ability to perform expected tasks at expected times					
				D. Does the employee get the job done with minimum supervision?					
				5. <u>Relationship with Others</u>					
				A. Rate employee on ability to get along with supervisors					
				B. Rate employee on ability to get along with other employees					
				C. Rate employee on ability to get along with students and the public					
				6. <u>Cooperation</u>					
				Rate employee on willingness to accept supervisor's direction					

BELLBROOK-SUGARCREEK SCHOOLS – TRANSPORTATION STAFF EVALUATION FORM

OBSERVATION CHECK LIST

DRIVER _____

DATE _____

PRE-DRIVING PROCEDURES:

- _____ 1. Safety check
- _____ 2. Adjusts seat & mirror
- _____ 3. Fasten seat belt
- _____ 4. Pre-trip form properly filled out

STARTING THE ENGINE:

- _____ 1. Park break set
- _____ 2. Gear lever in neutral
- _____ 3. Engages starter properly

STARTING INTO TRAFFIC:

- _____ 1. Check mirrors & blind spot
- _____ 2. Releases parking break
- _____ 3. Signals

SPEED AND CONTROL:

- _____ 1. Drives too fast or slow
- _____ 2. Observes marked speed limits
- _____ 3. Always has control
- _____ 4. Stays in proper lane
- _____ 5. Looks in all directions
- _____ 6. Yields to traffic/pedestrians
- _____ 7. Proceeds safely

TURNING LEFT OR RIGHT:

- _____ 1. Slows down in time
- _____ 2. Uses hazard &/or strobe lights
- _____ 3. Stops in proper position
- _____ 4. Shifts to reverse
- _____ 5. Checks traffic
- _____ 6. Sounds horn
- _____ 7. Uses mirror
- _____ 8. Backs into proper lane
- _____ 9. Signals properly

TURN AROUNDS:

- _____ 1. Slows down in time
- _____ 2. Uses hazard &/or strobe lights
- _____ 3. Stops in proper position
- _____ 4. Shifts to reverse
- _____ 5. Checks traffic
- _____ 6. Sounds horn
- _____ 7. Uses mirror
- _____ 8. Backs into proper lane
- _____ 9. Signals properly

STUDENT LOADING AND UNLOADING PROCEDURES:

- _____ 1. Actuates warning lights
- _____ 2. Stops at designated area
- _____ 3. Shifts to neutral – before opening the door
- _____ 4. Opens the door
- _____ 5. Signals students to cross or board
- _____ 6. Waits for students to be seated or cross road
- _____ 7. Checks mirrors for students
- _____ 8. Does not let bus move with the door open
- _____ 9. Closes door
- _____ 10. Does not use warning lights at school locations
- _____ 11. Instructs students to where/when

RAILROAD CROSSING PROCEDURES:

- _____ 1. Master switch off
- _____ 2. Establishes quiet: switches off, request students to be quiet
- _____ 3. Activates hazard lights
- _____ 4. Opens window
- _____ 5. Stops in proper position – sets parking break
- _____ 6. Shifts in neutral
- _____ 7. Opens door – looks both ways
- _____ 8. Shifts into gear – looks both ways
- _____ 9. Does not move the bus with the door open
- _____ 10. Closes door
- _____ 11. Proceeds across tracks without shifting gears
- _____ 12. Closes window
- _____ 13. Cancels hazards lights

OTHER MANEUVERS:

- _____ 1. Proper steering techniques
- _____ 2. Changing lanes-signals, checks mirrors, then moves gradually
- _____ 3. Passes properly
- _____ 4. Uses lights, turn signals, headlights
- _____ 5. Obeys all signals & lights

ROUTE SHEET:

- _____ 1. Route sheet filled out properly
- _____ 2. Route sheet has POS on all stops
- _____ 3. Route sheet has hazards
- _____ 4. Route sheet has helper listed
- _____ 5. Route sheet has proper start time listed

