



## Superintendent's Circular

NUMBER:  
HRS-PM08  
Version 01

### **2024BUS MONITOR PERFORMANCE EVALUATION**

*This Circular will remain in effect unless rescinded or superseded by a subsequent version*

According to the collective bargaining agreement between the Boston School Committee and the United Steelworkers of America, Local 2936, a principal or head of school (or designee) is responsible for completing a performance evaluation for each transportation monitor assigned to the school. This includes both SPED cab monitors and transportation attendants hired by the school to ride the regular buses. The purpose of this evaluation is to assess the performance of monitors assigned to schools.

#### **SPED CAB MONITORS**

A performance evaluation form will be sent to principals/heads of school (or designee) along with a list of monitors who are assigned to their school. Principals must submit a form for each of their assigned monitors via email to [bpsdot@bostonpublicschools.org](mailto:bpsdot@bostonpublicschools.org) by **May 23, 2025** for all assigned (not standby) bus monitors that monitor their students. Using the evaluation form, the principal/head of school or designee will assess the monitor's performance. To assist school leaders in completing this form, information about the monitors' duties and responsibilities is included in this circular.

If you have any questions regarding the evaluation form or process, please contact the assistant director of the Monitors Unit, Transportation Department at 617-230-3561.

## **TRANSPORTATION ATTENDANTS**

The principal/head of school of any school with a transportation attendant assigned to a regular bus must complete (or designate someone to complete) an evaluation form and send it as a PDF attachment via email to [bpsdot@bostonpublicschools.org](mailto:bpsdot@bostonpublicschools.org) and [eval@bostonpublicschools.org](mailto:eval@bostonpublicschools.org) by May 23.

If you have any questions regarding the evaluation form or process, please contact the Director of Evaluation and Performance Management, at 617-635-9627.

## **DUTIES AND RESPONSIBILITIES FOR SPECIAL EDUCATION BUS MONITORS**

Special Education bus monitors have been assigned to monitor and assist students with special needs while they are being transported to and from school. Their primary responsibilities include:

- Boarding the vehicle before or at the same time as the first monitor-required student on the route and remaining on the vehicle at all times until every monitor-required student has reached their stop
- Attending to the special needs of monitor-required students, although monitors are also responsible for the general supervision of all students on the vehicle
- Riding with the students in the back of the vehicle and not in the front seat unless only the front seat is available

- Assisting students in and out of the vehicle if necessary. This includes setting up and collapsing wheelchairs or other equipment when necessary
- Exhibiting proper behavior at all times
- Ensuring that all students wear seat belts
- Ensuring that students not leave the vehicle anywhere other than their assigned stops. If a student leaves the vehicle without authorization, the driver must be instructed to contact the dispatcher immediately
- Prohibiting the consumption of food or beverages, smoking, or bringing radios on the vehicle
- Notifying the school to which the monitor is assigned and the operations coordinator at the yard if the monitor will be absent from work. Notification must take place by 4:30 am for the morning or at least two hours prior to the scheduled reporting time for the afternoon
- Performing other related duties as directed by the supervisors.

**Summary of significant dates and deadlines:**

Date	Activity
May 23	Deadline for principals/heads of school to submit signed copies as PDF attachments via email to <a href="mailto:bpsdot@bostonpublicschools.org">bpsdot@bostonpublicschools.org</a> and <a href="mailto:eval@bostonpublicschools.org">eval@bostonpublicschools.org</a> .

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**For more information about this circular, contact:**

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Fax:	617-635-7705
Email:	<a href="mailto:bpsdot@bostonpublicschools.org">bpsdot@bostonpublicschools.org</a>
Name:	Director of Evaluation and Performance Management
Department:	Office of Human Resources
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Email	<a href="mailto:eval@bostonpublicschools.org">eval@bostonpublicschools.org</a>

Mary Skipper, Superintendent

**BOSTON PUBLIC SCHOOLS**  
**PERFORMANCE EVALUATION FORM**  
**BUS MONITOR – SCHOOL YEAR 2024-2025**

NAME OF MONITOR \_\_\_\_\_DATE\_\_\_\_\_

EMPLOYEE # \_\_\_\_\_NAME OF SCHOOL\_\_\_\_\_

A.M.\_\_\_\_\_ P.M.\_\_\_\_\_ BUS NUMBER\_\_\_\_\_

*Please review the position overview and complete the form. The following scale will be used for ranking performance.*

**U UNSATISFACTORY:** The employee has failed to meet expectations and their performance of the position's duties and responsibilities needs improvement.

**N NEEDS IMPROVEMENT:** The employee's performance of this position's duties and responsibilities needs improvement.

**S MEETS EXPECTATIONS:** The employee's performance of the position's duties and responsibilities meets expectations.

**E EXCEEDS EXPECTATIONS:** The employee's performance of the position's duties and responsibilities exceeds expectations.

**Quality of Work:** performs assigned tasks as per job description accurately and competently.

**U N S E**

**Skills and Knowledge:** demonstrates level of skill and knowledge required to do the job.

**U N S E**

**Attendance and Punctuality:** is punctual, gives notice of sick, personal, and other leave.

**U N S E**

**Professional Demeanor:** maintains professional demeanor, is tactful, cooperative, and courteous to people at all levels of the School Department and the public.

U N S E

**Recommendations/Comments:**

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Evaluator's Signature

Date

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Principal/Head of School

Date

Please submit signed, scanned copies via email to:  
[bpsdot@bostonpublicschools.org](mailto:bpsdot@bostonpublicschools.org)

**BOSTON PUBLIC SCHOOLS**  
**PERFORMANCE EVALUATION FORM**  
**TRANSPORTATION ATTENDANT – SUMMER 2025**

NAME OF TRANSPORTATION

ATTENDANT: \_\_\_\_\_ DATE

EMPLOYEE # \_\_\_\_\_ NAME OF SCHOOL

*The following scale will be used for ranking performance.*

**U UNSATISFACTORY:** The employee has failed to meet expectations and their performance of the position's duties and responsibilities needs improvement.

**N NEEDS IMPROVEMENT:** The employee's performance of this position's duties and responsibilities needs improvement.

**S MEETS EXPECTATIONS:** The employee's performance of the position's duties and responsibilities meets expectations.

**E EXCEEDS EXPECTATIONS:** The employee's performance of the position's duties and responsibilities exceeds expectations.

**Quality of Work:** performs assigned tasks as per job description accurately and competently. **U N S E**

**Skills and Knowledge:** demonstrates level of skill and knowledge required to do the job. **U N S E**

**Attendance and Punctuality:** is punctual, gives notice of sick, personal, and other leave. **U N S E**

**Professional Demeanor:** maintains professional demeanor, is tactful, cooperative, and courteous to

people at all levels of the School Department and the public.

U N S E

**Recommendations/Comments:**

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Evaluator's Signature

Date

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Principal/Head of School

Date

Please submit signed, scanned copies via email to:  
[bpsdot@bostonpublicschools.org](mailto:bpsdot@bostonpublicschools.org)