

# **BELLEVUE COMMUNITY SCHOOL DISTRICT**



**BELLEVUE COMETS**

# **NON-CERTIFIED STAFF EMPLOYMENT MANUAL**

# **BELLEVUE COMMUNITY SCHOOL DISTRICT STAFF HANDBOOK**

Introduction	Page 2
Employee Expectations	Page 2
Background Checks	Page 3
Time Clocks/Time Cards	Page 3
Breaks	Page 3
Absences	Page 4
Sick Leave	Page 4
Bereavement	Page 4
Serious Illness Leave/Family Leave	Page 4
Personal Leave	Page 5
Jury Duty	Page 5
Physical Examinations	Page 5
Dress Code	Page 5
Grievance Procedure	Page 6
Workmen's Compensation	Page 6
Right-To-Know	Page 6
Child Abuse	Page 7
Equal Employment Opportunity & Affirmative Action	Page 7
Harassment and Bullying	Page 8
Substance Free Workplace	Page 9
Associates Administrative Guidelines Appendix	Page 10
Food Service Administrative Guidelines Appendix	Page 11
Transportation Administrative Guidelines Appendix	Page 14
Non-Certified Evaluation Form	Page 16

# BELLEVUE COMMUNITY SCHOOL DISTRICT STAFF HANDBOOK

## Introduction

As you are well aware, every member of the Bellevue Community School District staff plays an important role in providing the services that are made available to students in the district. As employees of the Bellevue Community School District, each of you have duties and responsibilities which, when properly performed, make for an efficient and smooth running program.

In this document you will find important employee expectations, job descriptions and responsibilities that will clarify the roles each of you have assumed as part of your job. You will also find information in regard to benefits you are entitled to as an employee of the school district, as well as policies and procedures that employees of the school district should follow. If you have any questions in regard to any of the information contained in this document, please discuss it with your supervisor.

\*\*\*\*\*

## EMPLOYEE EXPECTATIONS

**Knowledge of Job** - grasps duties and assignments; has ability to learn; understands duties and responsibilities.

**Cooperation with Supervisors, Staff, and Students** – has the ability to get along with others; good relationship with students, staff and public; good team player; sensitive to the needs of others; demonstrates a multi-cultural, gender fair attitude.

**Work Attitude** - enthusiasm for work; willing to meet job requirements and duties; accepts suggestions; shows initiative; is loyal.

**Professionalism** - demonstrates integrity and emotional stability; participates in opportunities to upgrade skills.

**Confidentiality** – realizes the importance of keeping school issues and student information confidential.

**Attendance/Punctuality/Use of Time** - comes to work on time; works until quitting time; few absences.

**Dependability** - reliable; trustworthy; accountable for tasks assigned.

**Performance of Duties** - accurate, neat and thorough; follows through on details; good communication skills; shows initiative; is self-directed and does not waste time.

**Work habits** - organizes work; takes care of equipment and work area; neat.

**Skills** - good with technology, art, music, or other areas specific to their assigned duties that benefit the school and students.

*Please Note: Specific Information for Associates, Food Service and Transportation referring to job responsibilities, additional training and certification requirements are located in the Appendixes of this handbook.*

\*\*\*\*\*

## **Background Checks**

Each new employee hired by the school district will agree to an initial background check. Another background check will be performed after five years of service, and continue every five years during the employee's service to the school district per Iowa Code.

*Please Note: There are additional background requirements for transportation employees which are located in the Transportation Appendix of this handbook.*

## **Time Clocks/Time Cards**

Each employee will use the Attendance Enterprise time clock system to record your time worked. The system records the actual hours and minutes worked. There is no rounding. There is the ability to leave a message for your supervisor within the system, as well as paper exception forms available, to report any explanations for missed time or other instances when you may have worked extra. The information you provide in the system, or on the forms, will assist your supervisor in authorizing your time card, and ensures accurate recordkeeping for the administration office. It is important for all staff members to accurately punch in and out on the computerized time clock.

Please review your time card at the end of a two week pay period and note any corrections or exceptions that need to be addressed with your supervisor. Each employee is responsible for sending their supervisor a message, or completing an exception form, for any corrections or exceptions that are needed to process your time card, such as adding a missed punch, or recording time worked that was not recorded on the system. All messages and forms are due no later than the Monday morning following the two-week period recorded on your time card.

At the beginning of each school year your supervisor will determine your schedule. These hours are your scheduled hours per day. **If you should ever need to work more than your scheduled hours for any reason, get your supervisor's approval before you do it.**

Employee wages are paid every two weeks on Friday, following a two week pay period in which an employee accumulates hours/routes. The school district provides direct deposit as a payroll option, and an employee may set up auto deposits into various banks and/or accounts of their choice.

## **Breaks**

Employees who are assigned to work a full day (more than five hours per day) are entitled to a 15-minute break, usually in the morning for most employees, and a 30-minute lunch/dinner period. Breaks that are taken at school can occur while the employee is punched in on the time clock, with the intention that the employee is available to return to work if the need arises. If an employee leaves during his/her break, they

should punch out, as they are not available to perform any duties if they are not here at school. **If you don't take a break in the morning, you cannot add it at lunch time.**

## Absences

Please let your supervisor know as soon as possible in regard to upcoming, planned absences so appropriate arrangements can be made. In the event of sudden illness or emergency, please call your supervisor by 6:30 a.m., or as soon as possible, so a substitute employee can be contacted if necessary.

## Sick Leave

Each employee will receive the **equivalent** of 15 sick days each year. These are days/hours/bus trips off with pay for personal illness. Employee may accumulate their unused sick days/hours/bus trips from year-to-year, up to a maximum total **equivalent** of 145 days. The time off includes the employee's actual sickness or time off to go to doctor appointments that require a return visit, etc. **These do not include appointments that you initiate for physicals, dental check-ups, or routine appointments.**

Remember to send a message to your supervisor, or indicate the time off on the exception form when it occurs. Include the date and amount of time missed from work. (Some positions may also require an employee to complete a Staff Leave Form and submit to their supervisor for approval.)

## Bereavement

The following rules apply to Bereavement:

Up to Five (5) Days Or Equivalent Per Occurrence	Paid time off for the death of spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren or any other member of the immediate household.
--	--

NOTE: Days used will be deducted from accumulated sick days.

One (1) Day Or Equivalent Per Occurrence	Paid time off for the death of a relative outside the employee's immediate family. This would include nieces/nephews/aunts/and uncles.
--	--

NOTE: Days used will be deducted from accumulated sick days.

Remember to mark these days on the exception form when they occur. Include the date and amount of time missed from work. (Some positions may also require an employee to complete a Staff Leave Form and submit to their supervisor for approval.)

## Serious Illness Leave/Family Leave

The following rules apply to serious illness in the employee's immediate family:

Up to Eight (8) Days Or Equivalent Per Year	Paid time off for staying with your ill child, spouse, or parent when they need to be supervised due to serious illness/accident. (In the case of a young child, the illness could be less than serious such as a cold or the flu.)
---	---

NOTE: Days used will be deducted from accumulated sick days.

\*Additional days needed may be granted *without* pay by the employee's supervisor.

Remember to send a message to your supervisor, or indicate the time off on the exception form when it occurs. Include the date and amount of time missed from work. (Some positions may also require an employee to complete a Staff Leave Form and submit to their supervisor for approval.)

## **Personal Leave**

Each employee will receive the **equivalent** of one (1) personal day/hours/bus trips per year that cannot be carried over. **You must use your personal day before any additional days without pay will be granted.**

Personal days/hours/bus trips cannot be used on a day before a holiday or the last two weeks of school unless approved ahead of time by the employee's supervisor. Please notify your supervisor as soon as possible when you intend to use your personal time so appropriate arrangements can be made.

Remember to send a message to your supervisor, or indicate the time off on the exception form when it occurs. Include the date and amount of time missed from work. (Some positions may also require an employee to complete a Staff Leave Form and submit to their supervisor for approval.)

## **Jury Duty**

In the event that an employee is summoned for Jury Duty, please notify your supervisor as soon as possible so appropriate arrangements may be made. **You will also need to ask for documentation from the court clerk at the time you report for jury duty.**

When you return to work, please provide the payroll clerk with a copy of all documents received. Employees will receive full pay for all time missed less any pay received from the court for your time. (The mileage amount is excluded.)

## **Physical Examinations**

Board Policy requires each new employee to file a written medical report of physical examination by a licensed physician. The form indicating the employee is able to perform the duties for which the employee was hired must be returned prior to performance of duties.

The cost of the physicals will be paid by the school district up to a maximum of the rate established by Medical Associates Clinic, Bellevue, Iowa. The school district will provide the standard examination form to be completed by the physician of choice of the employee.

*Please Note: There are additional physical examination and training requirements for transportation employees which are located in the Transportation Appendix of this handbook.*

## **Dress Code**

Employees shall report to work each day in appropriate attire as indicated by their position and approved by their supervisor.

*Please Note: There are additional dress code requirements for food service employees which are located in the Food Service Appendix of this handbook.*

## **Grievance Procedure**

Should questions or concerns arise throughout the year, you are asked to follow the proper channels of communication outlined below in seeking information and answers to problems:

Step 1.	Supervisor
Step 2.	Supervisor
Step 3.	Superintendent
Step 4.	School Board

## **Workmen's Compensation**

Employees who are absent from work and eligible for benefits under Workmen's Compensation shall have sick days, or equivalent, deducted from their accumulated sick days according to one of the following:

- Employees choosing to accept only Workmen's Compensation shall have 4/10 of a day deducted for each day taken.
- Employees who elect to take sick pay shall have one (1) full day deducted for each day taken and the employee shall be entitled to full pay, however the Workmen's Compensation check amount will be deducted from your paycheck.

## **Right-To-Know**

The Iowa Hazardous Chemical Risks "Right-To-Know Law" requires that all employees of the District be informed as follows:

- The chemicals and their hazards that might be found in their work area.
- How to lessen or prevent exposure to these hazardous chemicals.
- Procedures to follow in the event that they are exposed to these chemicals.
- Training will be given to all employees where hazardous chemicals are in the employee work area. All employees must view a tape that provides information on the Right-To-Know Law, and sign the training verification form.
- Employees are responsible for MSDS (Material Safety Data Sheets) for all hazardous materials in their work areas.
- Complete lists of all hazardous materials, their locations, and the MSDS are kept on file in the Building Principal's Office, the Custodian's Office and other appropriate locations.



## **Child Abuse**

1. Senate File 1225, (1984 Amended) Iowa has mandated that teachers (certified) must report all instances of child abuse. The instances are to be reported to the D.H.S., via phone, immediately and within twenty-four (24) hours in writing. You shall immediately inform Social Services and the following information is necessary:

- Name
- Address
- Age
- Nature of injury
- Name and condition of other children in the family
- Any other helpful information

Anyone participating in making a report in good faith shall have immunity from any liability, criminal and civil. Failure to act, however, will result in the filing of criminal charges against said person.

2. Abuse of students by school employees:

Current law defines “abuse of students” by school employees and mandates that each incident be investigated and if evidence exists that abuse was present a procedure is outlined for final disposition. YOU cannot determine what might be abusive, the simple act of grabbing a student by the arm when said student is being disruptive would be considered as potentially abusive. You are best advised to refrain from physical contact in all instances involving student discipline.

## **Equal Employment Opportunity & Affirmative Action**

The Bellevue Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualification, credentials, and records of the applicants without regard to race, color, religion, creed, sex, marital status, sexual orientation, national origin, gender identity, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may be directed to the Affirmative Action Coordinator by writing to:

Tom Meyer, Affirmative Action Coordinator  
Bellevue Community School District  
1601 State Street  
Bellevue, IA 52031  
Phone: (563) 872-4913

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may also be directed, in writing to:

Director of Region VII Office of Civil Rights  
Department of Education  
Kansas City, MO

Further information and copies of the procedures for filing a grievance are available in the district's administrative office.

## **Harassment and Bullying**

Harassment, bullying, and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories, or activities.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints alleging harassment. Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

## **Substance Free Workplace**

The Bellevue Community School Board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage as defined by federal or state law.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination.

# **Bellevue Community School District**

## **Associates**

### **Administrative Guidelines**

Building principals are the supervisors of the Associates in their building. The principals will determine the Associate's schedule and work assignment. All assignments will directly supply students with needed services. Associates work only on school days when students are present. Any additional time will be specifically determined by the building principal.

Associates will be evaluated every year by the building principal. The evaluation will attempt to identify the Associate's strengths. But any areas of weakness identified in the process will be shared with the Associate. He/She will be given guidance on how to improve, and given appropriate time to make adjustments. If the Associate is given time to improve and the problem area(s) persist, the Associate may be terminated. The guiding principle will be the welfare of the students – all employees need the skills and attitudes that foster positive growth in the students.

If a specific Associate position is eliminated or reduced during the school year, every attempt will be made to re-assign that Associate to an appropriate vacant Associate position in the same building. Full-time Associates will be assigned to full-time positions, which might necessitate the reduction of a part-time position(s). If an appropriate vacant Associate position is not available, an Associate in the building with evaluated deficiencies will be the first reduced. If all Associates have demonstrated adequate evaluated performance, the Associate most recently employed as an Associate in that building will be reduced. Length of employment will be determined beginning with the first day of paid employment as an Associate.

Step 1: Reduced employee will be assigned to a vacant position in the building.

Step 2: If Step 1 is not available, an Associate in the building with evaluated deficiencies will be reduced, and the employee will be transferred to that position.

Step 3: If Step 2 is not available, the Associate most recently employed as an Associate in that building will be reduced, and the employee will be transferred to that position.

Every school year, Administration will evaluate the need for the Associate positions based upon students' needs and academic program needs. If a position(s) must be reduced, those Associates in the building with evaluated deficiencies will be reduced first. If an additional position(s) needs to be reduced, those Associate(s) most recently employed as Associates in that building will be reduced next.

Step A: Associates in the building with evaluated deficiencies are reduced first.

Step B: If Step A does not supply the needed number of reductions, those Associates most recently employed as Associates in the building are reduced as needed.

Associates will be assigned to positions based upon relative qualifications, skills, ability and demonstrated performance. A variety of skills sets are needed in the school; the skills appropriate for a successful preschool Associate are much different than the skills needed for a successful high school Associate. Substantially different skills set can be needed for specific programs, making transfer between buildings and programs an important decision. An Associate may request assignment to a vacant position and will be given consideration in the pool of applicants.

# **Bellevue Community School District**

## **Food Service**

### **Administrative Guidelines**

FOOD DIRECTOR – Oversees the Nutrition Program for the school district, making sure that all aspects of the program are in compliance with the Bureau of Nutrition at the State Department of Education.

Duties Include:

1. Make recommendations to building principal in regard to hiring and firing of employees.
2. Responsible for obtaining and hiring substitute cooks when needed.
3. Authorize kitchen employee time cards each pay period (every two weeks) and makes any adjustments needed, and communicates to the administration office any special circumstances and concerns.
4. Make all decisions in regard to the day-to-day operation of the kitchen.
5. Responsible for addressing concerns that may arise among staff or students and take appropriate action.
6. Responsible for the assignment of duties and supervision of kitchen employees.
7. Responsible for purchasing, ordering and maintaining the inventory of all food supplies purchased by the district. This inventory shall meet the requirements of the district administration as well as the State Department of Public Instruction.
8. Responsible for commodities requisitions and applicable recordkeeping.
9. Responsible for purchasing all other supplies needed in the program.
10. Recommends purchases of equipment (when necessary) to building principal.
11. Responsible for completing inspections or ordering repairs, when necessary, on kitchen equipment, as well as permanent fixtures (freezers, ovens, etc.).
12. Prepare weekly menus in advance according to State guidelines, making sure that the menus are distributed for appropriate publication.
13. Prepare a per meal cost sheet on a daily basis.
14. Cooperates and works with the building offices and administration office in regard to maintaining accurate records with regard to state reports that must be prepared and submitted monthly and annually.
15. Responsible for communicating with head cook and staff at the elementary building in regard to operations, as well as building principal in regard to concerns with operations at this location.
16. Communicate information, when necessary, to the student body in regard the Nutrition Program when requested.

17. Responsible for overseeing meal preparations, serving procedures, and clean up procedures each day. This includes overseeing transfer of food to the elementary.
18. Expected to keep abreast of latest food preparation techniques and explore innovative ideas to enrich the Nutrition Program and encourage student and staff participation.
19. Can send a sick employee home if there is a concern about a risk of exposing kitchen area and staff to an infectious situation.
20. Responsible for reviewing all State of Iowa Department Public Instruction communications and implementing any new requirements on a timely basis.
21. Responsible for all other duties as assigned by building principals or administration office.

HEAD COOK – Works under the supervision of the food director.

Duties Include:

1. Take direction from Food Director
2. Prepare foods using appropriate methods, reading standardized recipes and production records.
3. Assist with serving, kitchen clean-up, and proper cleaning of all utensils and serving wear.
4. Must be able to recognize properly prepared food items by sight, smell and taste.
5. Assist other kitchen employees when necessary. This includes storing inventory, and retrieving food supplies from storeroom and cold storage.
6. Have thorough knowledge of all kitchen equipment.
7. Exhibit patience and understanding when dealing with fellow kitchen employees as well as the staff and students of the school district.
8. Have an understanding of meal requirements and guidelines.
9. Have knowledge of what to do in an emergency (fire, tornado, spills, etc.)

Position Requirements:

1. Must be physically able to work in a standing position for prolonged periods of time.
2. Must be able to tolerate working in warm conditions from time to time.
3. Must have a general knowledge of kitchen equipment and utensils.
4. Must be able to lift materials weighing up to 50lbs.
5. Must be able to read and comprehend material, and perform math that is necessary for the position.

GW- Line Server – Works under the supervision of the food director.

Duties Include:

1. Take direction from Food Director or Head Cook in the absence of Food Director.
2. Prepare foods reflected on production records using appropriate methods and standardized recipes.
3. Assist with serving, kitchen clean-up, and proper cleaning of all utensils and serving wear.
4. Prepare foods using appropriate methods, reading standardized recipes and production records.
5. Assist other kitchen employees when necessary.
6. Have thorough knowledge of all kitchen equipment.
7. Exhibit patience and understanding when dealing with fellow kitchen employees as well as the staff and students of the school district.
8. Have an understanding of meal requirements and guidelines.
9. Have knowledge of what to do in an emergency (fire, tornado, spills, etc.).

Position Requirements:

1. Must be physically able to work in a standing position for prolonged periods of time.
2. Must be able to tolerate working in warm conditions from time to time.
3. Must have a general knowledge of kitchen equipment and utensils.
4. Must be able to lift materials weighing up to 50lbs.
5. Must be able to read and comprehend material, and perform math that is necessary for the position.

### **Uniform Policy:**

**Shirts:** All staff will be given three collared shirts for the school year. These shirts are to be worn Monday through Wednesday. Thursday and Friday appropriate spirit shirts, BCSD shirt or plain school colored shirt may be worn.

**Pants:** Black slacks or capri pants may be worn on Monday through Wednesday. No jean like material, holes or loose strings, no wind or sweatpants.

**Jeans:** May be worn on Thursday and Fridays only for cleaning and deliveries. Same rules apply.

**Shoes:** Must be close toed and heal appropriate for work. No Crocs or sandals.

# **Bellevue Community School District**

## **Transportation**

### **Administrative Guidelines**

Bus drivers are directly responsible to the Superintendent of Schools or his designees, who are the Transportation Director and building principals. Bus drivers are expected to follow all rules and regulations established by the school district and the State of Iowa.

Each year the school district approves a school calendar and activity schedules. These schedules will determine days and schedule times for bus drivers and may be adjusted by the district as needed.

#### **Job Responsibilities and Requirements:**

1. Each driver is to keep the interior of their assigned bus neat and clean at all times.
2. Each driver should inspect the exterior of their assigned bus to assure that all lights are clean and visible at all times.
3. Each driver will complete all necessary reports required by the district business office and Iowa Department of Education. This includes mileage reports and all items listed on Iowa School Bus Driver Pre/Post-Trip Inspection Report or "Daily Sheet". Any issues should be reported to the maintenance director for repair per IAC Chapter 43.41.
4. Each driver agrees to conform to all standards of vehicle operation as required by statute, district policy or other legal constituted authority.
5. Bus drivers are responsible for discipline on their bus the same as a teacher in a classroom. Therefore, disciplinary issues will be handled in the same manner. Bus drivers are to report disciplinary issues to the respective building principal. Bus drivers cannot suspend a student from riding on a bus. A bus driver may recommend a student be suspended from riding the bus.
6. Assigned bus routes are established at the beginning of each school year based on student enrollment. Students are not to be picked up or dropped off by a bus driver at any other point unless the pickup or delivery point has been designated by the administrative office, or a driver receives a permission slip from the building principal. (All notes must go through the building offices first.)
7. Drivers are to be punctual in regard to scheduled pick up and drop off times at student residences as well as dropping off and picking up students at district buildings during the school day.
8. Each driver will conduct two Fire/Safety drills during each school year, ensuring that all riders are aware of procedures involved.
9. Each driver must have a valid DOT physical from a certified DOT physician. (A list of locations and doctors can be found at [www.dotphysicaldoctor.com](http://www.dotphysicaldoctor.com).) The district will pay the cost of the physical and has established a working relationship with Medical Associates Clinic located in Bellevue. The DOT forms are available in their office, and your physical will be billed directly to the district. If you choose to get a physical from another certified DOT physician, you will also need to present the district with an itemized statement of the charges for the DOT physical. The district



will reimburse you up to the rate established by Medical Associates, Bellevue. Physicals are required every two years, or more frequent depending on employee health conditions.

10. Each driver will be required to submit to pre-employment drug and alcohol testing, as well as periodic random testing in accordance with regulations adopted by the Federal Highway Administration.
11. Each driver must have a valid CDL License and School Bus Permit at all times. After obtaining or renewing their CDL, a copy must be presented to the district office.
12. Each driver agrees to a background check as part of the procedure upon the renewal of their CDL License and a yearly limited query of the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.
13. Each new driver will be required to attend and pass all State of Iowa required STOP training to obtain a School Bus Driver's permit. All bus drivers must attend and participate in annual in-service instruction for school bus drivers as programmed by the State of Iowa to renew their School Bus Permit.
14. Each driver will attempt to obtain, when possible, the registration number and description of all vehicles violating the school bus stop law, and file information for prosecution in accordance with school district policy.

# BELLEVUE COMMUNITY SCHOOL DISTRICT

## Non-Certified Evaluation

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

	Satisfactory	Improvement Needed	Unsatisfactory
<b>1. KNOWLEDGE OF JOB</b> Grasps assignments; has ability to learn; understands duties and responsibilities	_____	_____	_____
<b>2. COOPERATION WITH SUPERVISORS, STAFF, &amp; STUDENTS</b> Gets along with others; good relationship with students, staff, and public; good team player; sensitive to the needs of others; demonstrates a multi-cultural, gender fair attitude	_____	_____	_____
<b>3. WORK ATTITUDE</b> Enthusiasm for work; willing to meet job requirements; accepts suggestions; shows initiative; is loyal	_____	_____	_____
<b>4. PROFESSIONALISM</b> Demonstrates integrity and emotional stability; participates in opportunities to upgrade skills	_____	_____	_____
<b>5. CONFIDENTIALITY</b> Realizes the importance of keeping school issues and student information confidential	_____	_____	_____
<b>6. ATTENDANCE, PUNCTUALITY, AND USE OF TIME</b> Comes to work on time; works until quitting time; few absences.	_____	_____	_____
<b>7. DEPENDABILITY</b> Reliable; trustworthy; accountable for tasks assigned	_____	_____	_____
<b>8. PERFORMANCE OF DUTIES</b> Accurate, neat and thorough; follows through on details; does not waste time	_____	_____	_____
<b>9. WORK HABITS</b> Organizes work; takes care of equipment; neat	_____	_____	_____
<b>10. SKILLS</b> Is good with technology, art, music, or other areas that help the school and students.	_____	_____	_____

