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## Training Instructor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
275	Non Exempt	2 - Professional	AFSCME	6	11/01/06	06-047	1 of 2

**DEFINITION:** Under general supervision, instructs and trains new and experienced Bus Operators, Paratransit Operators, Service Employees, Mechanics, maintenance personnel, and contracted client trainees in the proper operation of buses, other transit vehicles, and equipment; and plans, organizes, and teaches a variety of training programs.

**REPORTS TO:** The Operations Training Coordinator, or designee.

**ESSENTIAL FUNCTIONS** may include, but are not limited to the following:

- Instructs and trains new and experienced Bus Operators, Paratransit Operators, Service Employees, maintenance personnel, and others in the proper use and operation of district vehicles and equipment.
- Observes and evaluates trainees' performance, and recommends remedial actions.
- Provides training and preparation to new Bus Operators, Mechanics, and Sheriff Deputies to qualify for their commercial Driver License.
- Provides training to new Training Instructors, Line Instructors, and Supervisors in the functions of their positions.
- Provides route-training to Bus Operators.
- Assimilates training manuals and related materials; plans, organizes, and implements established training programs; and provides input and expertise for the potential revision of programs and training materials.
- Ensures the completion of Certificate of Driving Skill forms (DL170).
- Maintains accurate records of annual Bus Operator training on forms required for the documentation of drivers' training hours (DL260); as well as requirements for Verification of Transit Training Certification (VTT).
- Assists in the planning and organizing of the local annual Bus 'Rodeo'.
- Participates in seminars and workshops.
- May conduct pre-employment testing and fingerprinting.
- Performs related duties as required.

This **Class Specification** is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Classification established January 1990. Board approval for reclassification from Grade 5 to Grade 6 on November 1, 2006



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### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** The safe and timely operation of buses and other transit vehicles; Department of Motor Vehicles (DMV) laws and regulations; training and motivation techniques and procedures; defensive driving techniques; safety procedures; routes and equipment pertaining to bus operations; personal computers and commonly used software for word processing and presentation; and English usage, grammar, punctuation, and spelling.

**Ability to:** Quickly learn, assimilate, and interpret new and existing training materials, and District fare structures; effectively disseminate training materials, laws, regulations, and other information to trainees; monitor, and evaluate the performance of trainees; coordinate special projects from start to finish; speak and write clearly and effectively in English; operate video equipment, learning aids, and other teaching equipment; maintain state certification requirements; and establish and maintain effective working relationships with co-workers and trainees using principles of good customer service.

**Education:** Equivalent to completion of 12<sup>th</sup> grade.

**Experience:** A minimum of five (5) years driving Class "A" or "B" vehicles; including a minimum of two (2) years as a fixed-route Bus Operator for AC Transit or a similar large urban transit agency.

**Desired Qualifications:** (1) Extended education above high school level, with college course work or a degree in employee training and development, psychology, or a similar discipline. (2) Possession of a U.S. Department of Transportation Instructor's Course in Bus Operator Training Certificate. (3) Possession of a State of California Administrative Services Division of DMV Employer Testing Program Training Certificate, and California DMV authorized representative Certified Driver for DL170. (4) Possess an American Red Cross First Aid/CPR/AED authorized instructor card. (5) Experience as a Line Instructor with AC Transit, or equivalent route-and-schedule training Instructor for fixed-route Bus Operators.

**Licensing Requirements:** (1). Must possess and maintain a valid California Class "B" or "A" Driver license with both Passenger and Air Brake endorsements. (2) Must successfully complete and pass the required Instructor's Course for both classroom and Behind-the-Wheel.

**Physical Requirements:** (1) Have vision at or correctable to 20/40 (Snellen), a field of vision of at least 70 degrees in the horizontal meridian in both eyes, and recognize the colors red, green, and amber. (2) Possess normal hearing (with or without correction). In addition, must maintain the physical condition necessary for the following: (3) stand frequently or continually while conducting training; (4) bend, crouch, and/or kneel and balance frequently while simultaneously manipulating tie down straps with the arms and hands (to demonstrate wheel chair tie downs); and (5) perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

**Special Requirements:** Must be available to work evenings and weekends, with advance notice

### **Special Requirements (For Internal Candidates Only):**

No more than three (3) misses within the last nine (9) months; no customer relations or driver conduct adverse entries in the last nine (9) months; no suspensions in the last nine (9) months; no more than three (3) occurrences in the last nine (9) months; no chargeable accidents within the past three (3) years preceding the date of application.

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