



Training Instructor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
275	Non Exempt	2 - Professional	AFSCME	6	REV 7-14	06-047	1 of 2

DEFINITION: Under general direction; instructs and trains new and experienced Bus Operators, 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.

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

- Provides all required operational training to new and veteran Bus Operators on all District coach models and support equipment; including but not limited to policies and procedures, defensive driving, requirements of the Americans with Disabilities Act (ADA), and all route and in-service route training.
- Develops training manuals, lesson plans, and related teaching support materials; plans, organizes, and implements established training programs; and provides input and expertise for the potential revision of programs and training materials.
- Observes and evaluates each trainee's performance, and recommends remedial actions.
- Provides training and preparation to Sheriff Deputies to qualify for their commercial Driver License.
- Provides training to newly hired, regular, and temporary Training Instructors and Line Instructors, in the use of District teaching methods, lesson plans, and teaching materials for the proper training of Bus Operators.
- Implements the Department of Motor Vehicles (DMV) Employer Testing Program to administer the Certificate of Driving Skills forms (DL170) testing.
- 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).
- Participates in the planning, organizing, and support of internal and external training activities.
- Participates in seminars and workshops, as required, in relation to the duties and functions described above.
- Provides training in escalated or emergency situations, as assigned.
- May assist with pre-employment testing, in conjunction with Human Resources.
- Performs related duties as required.



Training Instructor

MINIMUM QUALIFICATIONS:

Knowledge of: The safe and timely operation of the District's bus fleet, and related policies, procedures, and legal requirements for transit operation; DMV laws and regulations; techniques of training and motivation; defensive driving techniques; safety procedures; routes and equipment pertaining to bus operations; personal computers and commonly used software programs relevant to the functions of the job, such as 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; develop, administer and monitor goals; 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 12th 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 either 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, 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 Examiner Certification, 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, and meet the District's safe driving standards. (2) Must possess, or successfully complete upon hire, the U.S. Department of Transportation Instructor's course in Bus Operator Training Certificate.

Physical Requirements: Must maintain the physical condition necessary to: (1) stand frequently or continually while conducting training; (2) 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 (3) perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Special Requirements: Must be available to work alternating days and times, including 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 of absence in the last nine (9) months; and no chargeable accidents within the past three (3) years preceding the date of application.

Established 1/90. Previous revision 11/01/06

S:\HR\Data 12-01-01\Class-Comp\Class Specs\Training Instructor REV 7-14.doc