



Job Class Specification

TITLE: INSTRUCTOR CDL TRAINING
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 0-251194

JOB CODE: N09DDU
JOB TYPE: Systemwide
JOB FAMILY/SERIES: MVO

APPROVED BY: Chancellor's Designee:
Carolyn Skolnik, Associate Vice Chancellor

EFFECTIVE DATE: 10/01/2016

JOB SUMMARY

Under general supervision, Trains CDL Drivers and operates medium and heavy duty commercial passenger buses in the necessary skills to pass the State of Maryland MVA assessment test for commercial driving.

PRIMARY DUTIES

1. Works with a training team of 8-10 to trainers. Trains approximately 90-110 new employees a year to obtain a Commercial Drivers License to operate commercial buses to transport passengers. This program consists of a sixty-five hour course per employee including classroom work, pre-trip inspection, range and road training, and testing.
2. Participates in administrative responsibilities including, but not limited to: attendance at weekly department meetings and monthly staff training sessions, documentations of approximately 20-30 new employee's training schedules and progress, and assisting in the overall leadership of the organization.
3. Supervises trainees during learning sessions, provides a critical assessment of their strengths and weaknesses. As part of the training program, also performs quality assurance checks and provides refresher training for current driving staff; transports passengers to various locations and ensures the safety of all passengers.
4. Performs quality assurance checks on current commercial drivers including performance evaluations and driver observations.
5. Operate specialized medium and heavy duty commercial buses with a gross vehicle weight in excess of 26,000 pounds.
6. Ensures passenger safety at all times and resolve passenger issues.
7. Serves as a representative of the institution by providing quality customer service to university clients and exude respect for the surrounding community.
8. Follows all safety regulations in accordance with the driving regulations set forth by the Department of Motor Vehicles as well as institution specific guidelines.
9. Conducts daily and routine safety checks of equipment prior to and during use, assuring safe operation, and troubleshoot and repairs minor malfunctions. Ensures the operational readiness of equipment and performs basic maintenance service activities.
10. Serves as a charter driver in a motor coach vehicle within the borders of the continental United States.

11. Performs other duties as assigned.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma, GED or equivalent.

EXPERIENCE: Three years in the operation of medium or heavy duty commercial passenger vehicles. At least 6 months experience in instructing others.

OTHER: Valid Maryland Commercial Class B Driver's License (CDL) with passenger endorsement. Employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the care and operation of motorized equipment. Skill in driving buses in all kinds of weather and road conditions and to assist passengers as required. Ability to understand and follow oral and written instructions. Ability to problem solve and respond appropriately to a variety of complicated passenger and driving issues. Ability to communicate clearly and effectively in a learning environment and teach oral and written instructions. Ability to design training plan and assess skills of driving staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Must be able to maintain an active Department of Transportation (DOT) Physical Card. Employees in this job class must maintain the required driver's license with no more than 5 points and will be subject to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations; may be subject to pre-employment and random drug testing; and may be assigned duties requiring special training and/or certification (e.g. ADA-regulated wheelchair lifts) in order to operate specialized equipment.