

DRIVER TRAINER (TRUCK)

DEFINITION

Conducts and evaluates in-service training and instructional programs in driving efficiency, material handling equipment, safety, and rules and regulations for District and contract truck drivers and other District personnel.

TYPICAL DUTIES

Analyzes training needs and recommends training programs for the Materiel Management Branch. Evaluates the driving and material handling equipment safety practices of truck drivers and other District personnel, and provides instructions as necessary.

Conducts in-service training classes in driving efficiency and safety; material handling equipment and delivery practices; and pertinent provisions of the California Motor Vehicle Code and Occupational Safety and Health Administration regulations.

Administers driving performance tests to truck drivers and evaluates the driving skills of applicants. Certifies truck drivers and other District personnel on material handling equipment.

Investigates accidents and maintains accident report files and records.

May drive any truck or tractor-trailer combination as permitted with a Class A Commercial Driver License and may hook and unhook trailers related to in-service training.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Driver Trainer (Truck) trains District and contract truck drivers and other District personnel in safe and efficient driving practices, material handling equipment skills, and in various laws, rules, regulations, and District policies. A Driver Trainer (Truck) performs site visits to evaluate District and contract driver activities.

The Truck Operations Manager plans and directs the Truck Operations Section and Mail Unit of the Procurement Services Group and provides technical advice to other branches that provide trucking services. The Assistant Truck Operations Manager assists the manager in the performance of duties.

A Driver Trainer (Bus-Truck) trains District bus and truck drivers and contract bus drivers in safe and efficient driving practices and in various laws, rules, regulations, and policies pertaining to transportation.

SUPERVISION

General supervision is received from the Truck Operations Manager or an Assistant Truck Operations Manager. Technical supervision is exercised over the activities of truck drivers and lower-level staff such as Stock Workers.

CLASS QUALIFICATIONS

Knowledge of:

Safe and efficient driving principles and techniques, especially as they pertain to the operation of heavy trucks and load securement, as outlined in federal, State and local regulations
All braking systems including air, electric, hydraulic, and vacuum brakes
Design fundamentals and characteristics of internal combustion engines, including gasoline, and diesel, compressed natural gas, liquefied natural gas, and propane power plants related to proper operating techniques, and the various mechanical components of various vehicle chassis and related material handling equipment
Principles and practices of in-service training, including the learning process
Federal, State, local agencies, and District rules, regulations, or codes governing Truck Operations and traffic laws
Microsoft Windows Operating Systems and Office Suite Programs
Recordkeeping and report preparation techniques

Ability to:

Operate a wide variety of trucks including rubbish, semi-trucks, all trailers/forklifts configuration, truck trailer configurations, and material handling equipment safely and competently
Make effective oral and written presentations
Interact effectively and diplomatically with District administrators and officials of other public agencies
Analyze work situations to determine training needs and implement effective training sessions or programs
Operate a computer and associated peripheral equipment

Special Physical Requirements:

Ability to reach overhead and safely lift, carry, push, or pull weights up to 100 pounds
Ability to stand, walk, bend, and kneel
Ability to stand and work in extremely cold temperatures for short periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in human relations, driver education, and motor vehicle safety.

Experience:

Five years of experience driving heavy vehicles, such as rubbish trucks and semi-trucks that require a California Commercial Class A Driver License.

Special:

A valid unrestricted California Commercial Class A Driver License

SPECIAL NOTES

Special endorsements for hazardous materials and doubles/triples are required prior to completion of the probationary period.

A K-4 record indicating valid special endorsements for hazardous materials and doubles/triples is required prior to completion of the probationary period.

An Occupational Safety and Health Administration (OSHA) Forklift Train-the-Trainer certification is required prior to completion of the probationary period.

Employees in this class may be required to work varying shifts.

Effective January 1, 1995, all employees in this classification are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK