



## ASSIGNMENT DESCRIPTION FORM

ASSIGNMENT INFORMATION			
Assignment Title	FIXED-ROUTE INSTRUCTOR	Effective Date	01/01/2024
ASSIGNMENT SUMMARY			
Responsible for providing instruction to fixed-route transit operators on the safe operation of fixed-route transit vehicles, including familiarization of routes and schedules and other transit related matters. Assignments include preparation for and classroom instruction, curriculum development, CDL instruction, and on-road training. Maintain records, prepare reports, and submit daily progress reports to the training supervisor, as required. Attend training as needed.			
COMPENSATION			
The hourly base wage of the selected candidate will be paid during the training period. Upon successful completion of the training period, compensation shall be 115% of the employee's current wage, at the appropriate step, for all hours worked as a fixed-route transit operator instructor.			
ESSENTIAL FUNCTIONS			
<ul style="list-style-type: none"><li>• Works under the direction supervision of the operations supervisors and the general direction of the operations manager.</li><li>• Provides for instruction of safe operation of CTS transit vehicles including the familiarization of routes, schedules, and other transit related matters to fixed-route operators.</li><li>• Prepare and maintain records and reports as required, including trainee daily progress reports.</li><li>• Attends training sessions as required.</li></ul>			
REQUIRED QUALIFICATIONS			
<p><b>Experience:</b> Current CTS employee who has successfully completed the probationary period as a fixed-route operator.</p> <p><b>Licensures and Certifications:</b></p> <ul style="list-style-type: none"><li>• Maintain a valid Washington State class B driver's license with passenger endorsement and air-brake restriction removed and a U.S. DOT Medical Certificate.</li><li>• Ability to obtain a Driver Training School Instructor License from the Washington State Department of Licensing including:<ol style="list-style-type: none"><li>1. Being a licensed driver for at least 5 years.</li><li>2. Holding a CDL of the same (or higher) class and with all the endorsements necessary to operate the CMV for which training is to be provided and has at least two years of experience driving a CMV requiring a CDL of the same or higher class and endorsement.</li><li>3. See Washington State Department of Licensing's Driver Training School Instructor Application for additional information</li></ol></li></ul> <p><b>Knowledge and Abilities:</b> Demonstrated knowledge of CTS policies, operating procedures, routes, and schedules. Ability to demonstrate excellent customer services skills and work effectively with CTS employees.</p> <p><b>Communication:</b> Demonstrated ability to effectively communicate instructions, information, and provide constructive feedback.</p>			
PHYSICAL DEMANDS			
<p><b>Workstation:</b> Approximately 20 percent (20%) of time sitting at a desk/table. Approximately 80 percent (80%) of performing physical demands as described in the fixed-route operation position description.</p>			