

Midwest Safe Driver – CDL Training Instructor
Job Description

Position Title: CDL Training Instructor
Positions available: 2 - part-time Instructors
Reports to: Training Manager, CDL Driver Training Program
Supervises: N/A

Primary Function: Provide a variety of teaching/learning activities that prepare students for the Class-A commercial driver's license (CDL) examination and an entry-level position in the trucking industry.

Essential Job Functions/Responsibilities:

- A. Teach classroom theory portion of Truck Driver Training Program, including permits, logbooks and trip planning.
- B. Teach hands-on portion of the Truck Driver Training Program, including backing, shifting and behind-the-wheel training.
- C. Maintain student files in compliance with the Illinois Secretary of State Standards.
- D. Maintain truck Driver Training Program equipment.
- E. Monitor inventory of training supplies, ordering when needed.
- F. Train new consultants to be effective instructors.
- G. Evaluate, maintain log sheets and grade students throughout the program.
- H. Maintain relationships with employers in the trucking industry and assist with the recruitment of students.

Other Responsibilities:

- A. Assist in the development of new programs and changes to existing programs.
- B. Provide maintenance on equipment in emergency situations.
- C. Assist in the School planning and assessment program by developing annual work unit objectives that impact long-range priority goals.
- D. Perform other duties as assigned.

Minimum Qualifications/Requirements:

- A. High school diploma or equivalent.
- B. Possess a Class-A driver's license and a current Department of Transportation medical card.
- C. Minimum of 3 years CDL over-the-road or local driving experience. Clean driving record and some training experience preferred.
- D. Some mentoring and/or employee training preferred.

Contact Joe Dahm at (815) 757-5451 for more information and how to apply.

Midwest Safe Driver provides CDL Training at Sauk Valley Community College, Dixon, IL and at Midwest Safe Driver, Rochelle, IL.