

## Position Description

Title: CDL Instructor  
Division: Community Programs  
Reports to: Program Manager, Trades

Travel: Travels in-state and out-of-state as required  
Status: Salary Exempt  
Standard Work Hours: M – F, 9:00 AM – 5:30 PM

---

### JOB SUMMARY:

Responsible for delivering driver training of commercial motor vehicles for the Hawaiian Trades Academy CDL programs across the state of Hawai'i in compliance with company, federal, and state regulations, assessing and coaching drivers of articulated vehicles, both in the truck and in a simulator environment, maintaining accurate records of all training, and fostering an encouraging learning environment.

### DUTIES and RESPONSIBILITIES:

- Conduct driver facing training in classroom, one-on-one, and hands-on settings.
- Present information using a variety of instructional techniques or formats, i.e., role-playing, simulations, team exercise, group discussions, videos, etc.
- Develop and maintain training assessment and mentoring tools, in written or electronic format, to support documentation of trainee proficiency.
- Conduct simulator training and maintain knowledge of simulator technology and practices to enhance curriculum.
- Conduct behind-the-wheel range and public road training, including skills practice, to ensure students meet driver proficiency in compliance with federal & state regulations.
- Complete driver training assessments, for both simulator and behind-the-wheel training, to determine students meet driver proficiency.
- Document driver assessments using identified training assessment tools.
- Maintain accurate records of attendance, class completions, assessments, and mentoring sessions in the appropriate systems.
- Maintain driver training certifications and submit required data and reports to the FMCSA Training Provider Registry (TPR).
- Maintain necessary driver training documentation and submit to TPR for proper record retention, as required.
- Coordinate with drivers on scheduling appointments for CDL testing with the designated county CDL licensing office.
- Perform safety-related functions including, but not limited to, accident reviews and skills and behavior assessments.
- Coach drivers on industry regulations, including but not limited to, federal and state commercial motor vehicle operations and safety procedures, DOT regulations, FMCSA regulations, other related federal and state safety standards, and rules.
- Organize and maintain training procedure manuals, guides, or course materials such as handouts or visual materials.
- Maintain valid state- and federal-required professional certifications and licensure.
- Maintain valid state- and federal-required safety maintenance for commercial motor vehicle, including but not limited to, vehicle registration/renewals, safety checks, vehicle insurance

renewals, etc.

- Monitor and ensure commercial motor vehicle are always operating safely; follow up, as necessary, on proper vehicle maintenance, fueling, etc.
- Assist in researching and securing space/property sufficient to conduct behind-the-wheel training.
- Assist in maintaining classroom technology and equipment including, but not limited to, computers, simulators, screens, etc.; responsible for reporting and tracking problems to resolution.
- Coordinate with HTA staff and leadership on CDL program marketing and promotion, recruitment, enrollment, and other activities, as determined, to successfully deliver the program.
- Model safe behaviors and professional interactions.
- Participates and performs duties as assigned for CNHA's annual Native Hawaiian Convention.
- Other duties as assigned.

#### PERFORMANCE EXPECTATIONS:

- Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
- Utilizes excellent verbal and written communication and people skills with organization leadership, co-workers, clients, community members, government officials and the public.
- Functions in a self-directed, high initiative and motivated manner that results in successful administration and collaboration.
- Due to the time-sensitive nature of this position, schedule flexibility is needed which may include weekends and temporary assignments on neighbor islands.
- Must be able to travel in and out of state, as needed, to deliver programs and/or to fulfill business needs.

#### QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum 2 years driving commercial motor vehicle (Class A CDL vehicle) or minimum 2 years as a behind-the-wheel commercial motor vehicle instructor.
- Prior relative experience in driving and teaching/instructing
- Uses proficiently, Microsoft TEAMS, Microsoft EXCEL and Office 365 email

#### PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited college
- 2+ years of behind-the-wheel commercial motor vehicle instructing

#### PHYSICAL REQUIREMENTS:

- Prolonged periods of time sitting at a desk and working on a computer.
- Prolonged periods of time going in and out of, and maneuvering a commercial motor vehicle. Prolonged periods of time in an outdoor environment, with exposure to sun, wind, etc.
- Must be able to lift to 15 pounds at a time.

#### SKILLS REQUIRED:

- Strong analytical skills.
- Detail oriented and highly organized.
- Excellent time management skills with proven ability to meet deadlines.
- Excellent verbal and written communication including interpersonal skills.
- Excellent organizational and managerial skills.
- Knowledge of office administration, clerical procedures, and record keeping systems.
- Ability to function well in, at times, a stressful environment.
- Ability to effectively work in a dynamic and fast-paced environment and set and achieve goals.
- Personal qualities of integrity, credibility, and a commitment to CNHA's mission.

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

---

Employee Signature

---

Date