California Human Development
Creating Opportunities

California Human Development
Job Description

EMPLOYEE NAME:	
JOB TITLE:	Truck Driving Instructor
DEPARTMENT/DIVISION:	Farmworker Services
REPORTS TO:	ASET Centers Manager
FLSA STATUS:	Non-Exempt
LOCATION:	Marysville
REVISED DATE:	08/12/2026

Summary Description: The Truck Driving Instructor is an instructional work teaching position in a comprehensive training program. The instructor is responsible for organizing, developing, and implementing a comprehensive truck driving training program in an actual shop area-work situation.

DUTIES AND RESPONSIBILITIES:

- Instruct students both in the classroom and in the truck, using a hybrid truck driving curriculum.
- Uses established training materials to present formal class training exercises to students.
- Provides training in policy and procedures in compliance with all local, state, and federal laws and regulations.
- Prepare an effective training technique to cover the number of students expected.
- Prepare a course outline for subjects to be taught including professional behaviors, reliability, job readiness and interviews
- Instruct and tutor students using various materials and technology, such as videos, online lessons and resources, and other devices to demonstrate methods and procedures found in real work situations.
- Conduct individual coaching to motivate students to achieve skills in work performance, maintaining good attendance records and enable them to succeed in achieving employment.
- Evaluate and grade students in accordance with established curriculum.
- Operate in a spirit of teamwork with the staff, jointly assessing the needs of each student and work together in the guidance and development of the student.
- Provides hands-on training in advanced applications; training and testing preparations in vehicle inspection, skills/maneuvers, range and road driving skills required to meet and/or exceed requirements to successfully pass the California Commercial Driver's Test.
- Stay up to date with new laws and rules of the road from DMV and pass along to management and students.
- Perform light routine maintenance on trucks.
- Perform monthly progress reports on students.
- Actively participate in the safety program and provide meaningful suggestions for working safely.
- Perform other related duties as assigned.

Supervisory Responsibilities

- Oversees and directs students to follow classroom instruction and follow classroom rules.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Required Skills and Abilities

- Bilingual English/Spanish required.

- Working knowledge of Hazmat laws pertaining to transportation.
- Ability to operate a semi-truck and pull a trailer of any length.
- Ability to read, analyze, and interpret CA DMV rules of commercial trucking.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical information relating to commercial truck driving.
- Basic knowledge of Microsoft Office 365 (Outlook, Excel, and Word).
- Ability to maintain accurate records, assemble, organize, and prepare for management and if needed, DMV.

Education and/or Experience

- High School Diploma or GED (General Education Degree).
- Three years+ Class A behind-the-wheel truck driving experience.
- Must hold all endorsements.
- Equivalent combination of education and experience.

Certificates, Licenses, Registrations

- Valid Class A license that includes all endorsements.Class A license that includes all endorsements
- Must possess a valid California commercial drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

Physical Requirements

Regularly*:* Talk or hear; Lift up to ten (10) pounds
Frequently: Stand; Walk; Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Climb or balance; Lift up to 25 pounds
Occasionally: Stoop, kneel, crouch, or crawl; Taste or smell; Lift up to 50 pounds
Vision: Close vision (unobstructed vision at 20 inches or less); Distance vision (unobstructed vision at 20 feet or more). Color vision (ability to identify and distinguish colors); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment

Noise level: Loud (examples: metal can manufacture department, large earth-moving equipment)

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is ***at-will****. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____