



DRIVE INSTRUCTOR EXPECTATIONS:

- Must be prompt--Starting and ending each drive on time
- Organized: Maintain appointment calendar and neat paper work.
- Computer skills: Schedule drive appointments into the computer on a weekly basis at home or in office.
- Good Communication skills: communicating with the parents after each drive, if possible (inviting parents to go along on a drive); spending 5 min at the end of each drive debriefing & filling out a "report card", communicating with the parents after each drive, if possible (inviting parents to go along on a drive).
- Scoring each drive on a drive sheet; getting student initials after each drive, recording drive & observation time in minutes, signature & instructor license number.
- Maintain compliance with drives: each drive must be a minimum of 24 hours apart. 3rd drive must be complete by 15th day of class.
- Maintain Documentation of reason for more than 2 weeks between BTW instruction on back of drive sheets: frequent cancellations, missed drives/ no shows, etc.
- Attending Parent Night meetings every new class (5-8 weeks) (1 hr. paid time) to introduce & explain role as drive instructor and what to expect their kids to learn from you as well as scheduling kids for their 1st drive appointment.
- Mandatory attendance of staff meetings (Friday nights, every 6-8 weeks, 5-6:30pm) to maintain company communication, keep up on industry standards & changes, get to know fellow employees (you are paid for your attendance (BTW rate)
- Maintain 16 hours Professional Development every 2 years (staff meetings count as 1 ½ hours of this---attendance of all throughout the year gives you the required 8/yr
- Must be neat in appearance
- Access Home computer/laptop: to schedule your drive appointments
- Keep car clean, trash thrown away, monitor/report need for oil changes. In event of a NO-SHOW, cars can be taken to a car wash, Jiffy Lube for oil changes, vacuumed, interior wiped down. Gas tank must be kept to at LEAST ½ tank after you're done driving it. Report any damage to car immediately after doing WALK-AROUND at end of your last drive for the day.
- No food/drink in car (except water).
- Cell phones may not be used in cars during instruction (only in case of emergency if pulled over)



CLASSROOM INSTRUCTOR EXPECTATIONS

- Responsible for leading a pre-determined scheduled 5-week course consisting of 2-hours/day. Usual schedule is 4 days/wk for first 2 weeks (Mon-Thur), then 3 days/wk for last 3 weeks, Mon-Wed (except in event of a holiday)
- Maintain your schedule on computer (in our database) in a timely manner
- Maintain neat and orderly paperwork which meets state compliance for each student—monitor attendance on a weekly basis, letting students & office know if student has exceeded 3 missed classes BEFORE the 3rd class is missed (if possible)
- Remind students of homework due dates
- Administer & correct (in class) weekly quizzes (10 questions)
- Ability to use technology--computer & projector (PowerPoint)
- Stimulate and engage students in active or interactive learning
- Have respect for the rules, students and fellow co-workers
- Maintain classroom control, restricting use of cell phones, etc.
- Speaking with Parents if issues
- Call in/email/text monitor makeups of missed classes on a regular basis
- Remind students to practice driving and ask to see Drive Logs on weekly basis
- Hold Parent/Student meeting 2nd night of each new class in last hour
- Arrange for outside speakers when/or if possible
- Collect payments & write receipts
- Administer, Correct & Score Final Exam on last day of class (correct during class)
- Run class roster to collect outstanding balance 2 days (Monday of last week) in order for students to be able to take the Written (Knowledge) test on last day of class.
- Administer, Correct & Score Written Test & Report/Input score into SAW system (or get tests to office within 24 hours to be reported)
- Deliver or mail completed paperwork to office immediately after last day of class—by the end of the week & no later than 1 week. (Checklist is given on first day of class with paperwork. Admin rate (\$10/hr) will be paid for paperwork maintenance: 24 or less students--- 4 hrs prep time; 25+ students, 5 hrs. paid of prep time
- Notify office if supplies are low or repairs needed
- Keep classroom neat & clean; vacuum, take out garbage, sweep/mop, toilets
- Maintain 16 hrs. of Professional Development every 2 years by attending mandatory staff meetings held 6-8 times/yr. (new schedule given for entire year in December)
- Must be neat in appearance



LICENSED EXAMINER EXPECTATIONS

Administer Written & Drive Tests according to DOL guidelines

Must participate in the CIE TRAINING (Certified Instructor/Examiner): Mandatory prior to becoming an examiner (approx. 20 hours) and able to pass the test

PASS CHECK RIDES W/ME (and/or DOL Auditor) 2 TIMES YEAR

DRIVE TESTING

- Memorize test verbiage & test route(s)
- Must conduct each test in an efficient & timely manner--- 15-20 min or less—optimal is 15 (ea. appt. is allotted 30 min. total)
- Fill out Paperwork Documentation: insurance cards, photo id, Temp Auth to Drive
- Check SAW system for last route driven and use alternate route
- Score drive test and debrief customer at end of drive
- Enter score into SAW system within 24 hr. max (or ASAP if necessary for good cust svc.)
- Maintain your schedule (entering Open Time Slots) in our database by putting in your test drive slots (2-4 weeks in advance)
- Collect/post payments, write receipts, maintain cash bank, deliver \$ to main office is necessary
- Answer phones during down time
- Ability to schedule kids into database for Driver's Ed—backup reception/phones
- Responsible for maintaining/seeking knowledge of questions regarding testing
- Upselling our services: Private lessons, vehicle use, etc
- Schedule/perform walk-in testing if necessary (otherwise most testing will be pre-scheduled)

WRITTEN TESTING

- Start promptly
- Check photo ID/verify identity
- Fill out paperwork/score sheet correctly especially the ID#
- Check SAW system for last test taken and give alternate test
- Correct test, report score immediately via computer or phone
- Secure Tests (count each one when returned—check to see if marked on—void if necessary & return to office for replacement)
- MAINTAIN QUIET & ORDER---Making sure cell phones are put away, backpacks/purses, etc. No visitors and/or non-testers allowed in the room and no conversation allowed
- Alternate Versions of tests (A, B, C) especially if many testers in close proximity to each other
- Give Alternative Language tests & correct using the right answer key
- Staying 1 hour (or until finished if necessary)