

STD JOB DESCRIPTION

U.S.Postal Service

**DRIVING SAFETY INSTRUCTOR (P7-08)
OCCUPATION CODE: 5703-0006**

FUNCTIONAL PURPOSE:

Conducts vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices.

DUTIES AND RESPONSIBILITIES:

- 1. Reviews and assists Human Resource personnel with state driving abstracts.
- 2. Instructs classroom and facilities web-base driver training and conducts controlled drivers training.
- 3. Administers vehicle familiarization, skills course training and conducts controlled drivers training.
- 4. Coordinates and provides driving instructor training and certification to ad-hoc driving safety Instructors.
- 5. Coaches and mentors employees and observes driving practices, ensuring drivers are applying and demonstrating learned skill sets.
- 6. Conducts driver improvement documents training in appropriate national database.
- 7. Prepares reports as required noting number of observations performed as well as count by deficiencies and type observed; maintains employee driving records in accordance with duties and responsibilities.
- 8. May perform other safety and training related activities in support of primary duties.

SUPERVISION:

Manager, Safety (District) or Safety Specialist (TL)

SELECTION METHOD:

Best Qualified selection, on an office wide basis, regardless of craft. Note: Rural carriers are not eligible to bid for this position.

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0015

Doc Date: 01/20/2018

Occ Code: 5703-0006