

# Team O'Neil Rally School

## Job Description

**Job Title:** Driving Instructor  
**Department:** Training  
**Reports To:** Director of Training  
**FLSA Status:** Exempt

**Summary** As the principle customer facing employees at one of the world's premier driving schools, Team O'Neil's instructors are held to the highest standards of competency and professionalism.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Instructs individuals and groups in theory and application of vehicle driving skills by performing the following duties.

Demonstrates and explains proper driving techniques per POI; Handling of vehicle in emergencies, and mechanical operation of vehicle.

Must understand that safety is paramount.

Supervises and evaluates individual's performance of routine driving requirements.

Observes individual's driving habits and reactions under various driving conditions to ensure conformance with vehicle operational standards.

Stay current with trends in the industry.

Stay proficient with driving and teaching skills.

Instructor to be familiar with course which they are instructing on.

Analyzes speed and position of other cars in instruction area to determine when and where to drive or instruct car safely.

Observes fuel, oil, and compression gauges on dashboard of car to ensure that car is operating efficiently.

Use appropriate language at all times.

Must have basic understanding of how vehicles work.

Must be able to think and speak clearly in high stress situations.

Must be equipped to function in all weather conditions and be prepared to be outside for extended periods in all weather conditions.

Must be able to work in a high risk environment.

Must remain poised at all times.

Must be able to drive to and from work on time in all conditions.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Competencies**

Must possess strong written and verbal communication skills including accurate grammar, punctuation, and document preparation

Must be a resourceful, self-motivated, and highly organized professional with attention to detail and a focus on quality.

Must have the ability to work in a fast-paced environment and meet deadlines as required.

Adaptability, dependability, and attendance is a must

Capability to perform any task given while maintaining the ability to multi task.

Strong interpersonal skills required.

## **Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Computer Skills**

To perform this job successfully, an individual should have basic working knowledge of computer operation.

## **Certificates, Licenses, Registrations**

## **Other Skills and Abilities**

## **Other Qualifications**

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Prepared By:** Tara L. McMann  
**Prepared Date:** 3/23/2007

**Approved By:**  
**Approved Date:**