

Pennsylvania Trolley Museum
Operations Department Policy
No. 3

INSTRUCTOR

An Instructor, at the request of the Operations Manager, will assist the Operations Manager in the creation, promotion and implementation of the Operator Training Program. The duties of the Instructor include, but are not limited to:

1. Participation in the yearly sessions for the qualification of new operators.
At these qualification sessions the Instructor will lead or assist in the following:
 - Classroom training involving historical background, equipment familiarization, rules and rulebook, safety, timetables, infrastructure or any item deemed necessary in the training program that is required of new operators.
 - Assist in the administration of the written examination taken by all new qualifying operators.
 - Instruct new operators using museum equipment in actual operation of such equipment as determined by the training program and determine the ability of their skills in operating such equipment.
 - Assist in recording the results of these tests for each new operator in their personal files.
2. An Instructor will assist the Operations Manager as required to maintain the safe rail operations of the museum throughout the year.
3. Dispatch a minimum of 5 days per year.
4. Help with a least one Operations project per year.
5. Provide supervision and instruction for operators year round.

QUALIFICATIONS FOR INSTRUCTOR

- Must be a current Voting Member
- Dispatcher for a minimum of three consecutive years
- Possess a valid driver's license.
- Be proficient as a qualified Dispatcher.
- Satisfactorily complete the written examination for Instructor.
- Possess the ability to instruct new and re-qualifying operators, to recognize areas of efficiency which may require further instruction and accurately evaluate operator skills.
- Be willing and available for the duties of Dispatcher.
- Be a good communicator.

- Be able to deal with breakdowns and disruptions in the schedule
- Be safety minded

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Rev. 2/3/04

Rev. 11/11/11

Rev. 5/15/17

Pennsylvania Trolley Museum, 1 Museum Road, Washington, PA 15301