

HOW TO CONDUCT LINE INSTRUCTION

PREPARATION

1. Review other "Line Instructor's Reports" on student.
2. Greet student pleasantly.
3. Obtain "Supervised Practice Operation Permit and Time Record" from student.
4. Fill out heading of "Line Instructor's Report."
5. Review with student "Guide to Student Operators' Line Instruction" for the appropriate day.

INSTRUCTION

1. Select a position where you can observe the student's operation including his use of hands, feet and eyes.
2. Have student perform the duties as shown in the "Guide to Student Operators' Line Instruction" folder and rate his performance on the "Line Instructor's Report."
3. Correct student as incorrect actions are noted.
4. Do not take over operation of the bus unless:
 - a. You find it necessary to demonstrate a duty or driving skill.
 - b. The safety of the passengers is in danger.

REVIEW

1. At terminals or during fallbacks
 - a. Explain in detail any below standard operation and suggest methods for improvement.
 - b. Praise good operation.
2. At station during swing or at end of the day.
 - a. Review the "Line Instructor's Report" with the student.
 - b. Give student additional instruction on below standard operation; if necessary contact instructor.
 - c. Give student a copy of your "Line Instructor's Report" if you feel this will be helpful.
 - d. Praise good operation.

COMPLETION OF FORMS

1. Obtain student's "Instruction Record" form. Fill in the required information in the "Record of Line Instruction" portion of the form and return to location specified by Station Instructor.
2. Complete your "Line Instructor's Report." Turn in all reports to location specified by Station Instructor.
3. Complete "Supervised Practice Operation Permit and Time Record" and return to location specified by Station Instructor.

LINE INSTRUCTOR QUALITIES

1. Set a good example by being able to perform every duty and skill perfectly.
2. Be patient, give recognition and credit, and show positive interest in student's progress.
3. Instruct in a manner that will attract as little attention of the passengers as possible.
4. Have a positive attitude toward CTA and your job.
5. Have initiative; be able to improvise when necessary.
6. Display poise and confidence.
7. Maintain discipline.
8. Present a neat appearance.