****Transportation Driver/ Vehicle Manager**

Position Description

***Position Summary***

Transportation managers are responsible for coordination of driver and vehicle management of Community Outreach (CO) Transportation. Specific tasks and obligations for each project vary depending on the project; however, the following responsibilities are required of all managers.

***Major Duties and Responsibilities***

1. **Project Management and Development**
	* Review mission statement and revise as needed
	* Develop appropriate goals
	* Contact and meet accordingly with Transportation student coordinator
	* Communicate and meet regularly with designated CO staff member
2. **Driver / Vehicle Management**
* Manage current drivers’ records including database information
* Determine the need for additional drivers in collaboration with the scheduling manager
* Actively recruit, interview, and select new student drivers
* Schedule vehicles for maintenance, fueling and cleanings
* Maintain and ensure accuracy of employees’ availability and days off
* Create/ oversee ongoing training of CO drivers and volunteers
* Keep accurate records of vehicle maintenance
* Schedule and chair driver meetings throughout each semester
* Apply disciplinary action to drivers as necessary
1. **Administrative Tasks**
* Attend all related CO meetings, trainings, seminars, and workshops
* Manage any financial or other resources including tracking of rentals, providing estimates, and invoicing
* Represent CO at University classes, meetings, events or other Community of Practice meetings
* Perform other related duties and activities to support the program and the Office of Community Outreach, as needed
* Supervise the on-call phone
1. **Project Teams**
* Participate in a CO project team including: program management, professional development, or community building
1. **Program Participation**
	* Managers are expected to drive when needed

***Qualifications***

1. **Minimum Qualifications**:
	* Possession of a valid driver’s license with CT type A, Activity Vehicle, endorsement or equivalent
	* Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
	* Capability to positively represent CO to the University and external community
	* Proficient interpersonal, relationship, and partnership building skills
	* Ability to effectively convey oral and written communication
	* Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
	* Ability to work independently, assess programmatic needs, and develop creative solutions
	* A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
	* Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
	* Willingness to work irregular and flexible hours including evenings and weekends
	* Student must not be on academic probation and maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)
2. **Preferred Qualifications:**
	* At least one year experience with UConn Community Outreach Transportation
	* One year related experience in a leadership and/or supervisory position
	* Strong interest in community service
	* Excellent computer skills with an emphasis on Microsoft Office Wordand Excel

***Commitment***

* Full academic year commitment is required
* Participation in CO training in August the week before Fall Semester begins
* 15-20 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule

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