



**Recruiting, Hiring and Building a
Sustainable Driver Workforce
June 27, 2018 – 8:30 AM to 4:30 PM**

Centre Area Transportation Authority (CATA) Administrative Office
2081 W. Whitehall Road, State College, PA 16801

You know that drivers are the front-line representatives for your organization. So, what can transit leaders do to address the current driver shortage? Organizational awareness, executive support and understanding is key to any effort in addressing driver shortages. Creating a workplace where drivers relate to the values and vision of your organization is essential throughout the sourcing, selection and hiring process. Throughout this interactive workshop, you'll learn from and we'll share insights about successful programs that have maintained mission-centric and successful community transportation driver programs.

Presented by: Caryn Souza, Membership Director, Community Transportation Association of America

Cost: \$50.00 per person. PPTA [Cancellation Policy](#) applies.

Lodging: Courtyard by Marriott (1730 University Drive, State College, PA 16801)
Room block is available for the night of June 26, 2018 at the Government Rate of \$102/night plus taxes. [Click here to book online](#) or call 814-238-1881 (ask for PennTRAIN block). Rooms will be released June 8 (or when sold out).

Parking: Free on-site parking is available at the Courtyard by Marriott. Because parking at CATA is limited and overflow parking will be unavailable on the day of this training, CATA will provide a shuttle for attendees between the Courtyard by Marriott and the CATA Administrative Office. Alternatively, on-street parking on the north side of Research Drive should be available.

Meals: Lunch and breaks will be provided. Please inform Sara Bowden at sara@ppta.net of any dietary restrictions by June 20, 2018.

Attire: Casual. Because it can be a challenge to keep the meeting room at a temperature that accommodates everyone, we recommend bringing a sweater or jacket to stay comfortable.

Course Outline:

Human Resources protects the company assets & human capital

It's the Law: Basis of all Human Resource Activities

- A. The Federal Law – Fair Labor Standards Act, Title VII (1964 Civil Rights Act), American with Disabilities Act (ADA), Family Leave and Medical Act (FLMA), Equal Pay Act (EPA), Age Discrimination in Employment Act (ADEA), Occupational Safety and Health Act (OSHA), Genetic Information Nondiscrimination Act (GINA)

Staffing – Hiring the Right People

- A. Evidenced Based Leadership
- B. Leadership Styles
- C. Mission Statement
- D. Organizational Values
- E. Applying Values to Work
- F. Performance Code
- G. Manpower Planning and Future projections
- H. Job Descriptions
- I. Sourcing Methods



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Course Outline (continued):

- J. Recruitment Methods
- K. Recruitment and Social Media
- L. Recruitment and Web Presence
- M. Innovative Recruitment Tools
- N. Interviewing – Phone and in person
 - Verifying
 - Probing
 - Structured
 - Behavioral
 - Situational
- O. Selection Guidelines
 - Skills assessment and testing
 - Reference checks
 - Background checks
 - Drug testing
 - Additional checks
- P. Hiring Decision and process
- Q. Job Offer
 - Salary
 - Start date
 - Vacation
 - Pension
 - Additional Benefits
- R. On-boarding
- S. Resources

Attendee Registration: Submit to Sara Bowden, PennTRAIN Program Coordinator
Email: sara@ppta.net Fax: 717-234-7176 Mail: 600 N 3rd Street, 4th Floor, Harrisburg, PA 17101

Organization Name

Attendee Name

Attendee Title

Attendee Email Address

Attendee Phone Number

Organization Contact Name:

Organization Contact Email Address:

Method of Payment:

Check enclosed # _____

OR

Please invoice me