

TRANSPORTATION DRIVER

GRADE: 5

REPORTS TO: Transportation Supervisor

**this position is a 6 month, grant funded position that ends in May 2021 but may result in a permanent part time position if needed.

Position Requirements: Minimum - Must give a valid driver's license and acceptable driving record. High school diploma or GED preferred. Must be able to read, write and communicate effectively. Previous experience preferred. Training required, including but not limited to passenger assistance, Personal Care Assistant (PCA) or Certified Nursing Assistant (CNA), First Aid, CPR, wheelchair lift operations, etc. Job requires moderate to heavy lifting. Must be able to pass DOT physical, drug and alcohol test, criminal background check and agency driving test. Transportation drivers will be required to have one (1) year experience with the elderly. CDL license not required but preferred with passenger endorsement. Use of radio communication equipment is preferred.

Summary of Duties: Will transport ambulatory and non-ambulatory participants (in wheelchairs or on stretchers) to various destinations by agency vehicle. Will provide needed participants assistance on and off vehicles. The driver will at all times be alert to participants needs and operate the vehicle in a safe manner. Must have skills to deal professionally with health care personnel and participants with chronic illnesses who may be disabled physically and/or cognitively. Accurate recordkeeping is mandatory for this position. Significant public contact is required and position requires some independent decision-making and action.

DUTIES AND RESPONSIBILITIES:

1. Must have valid driver's license and acceptable driving record.
2. Transport participants to and from approved destinations.
3. Will assist participants on and off vehicle.
4. Will use proper lifting and safety techniques in assisting participants, including those in wheelchairs, stretchers and beds.
5. Will assist participants in the health care center (physician's office, restroom and etc.).
5. Will assure proper vehicle maintenance is provided by daily vehicle inspection and equipment checklist, keep vehicle clean in and outside and in good operative condition.
6. Observe safe-driving practices including those outlined in Safe Driving Policies.
7. Pick up and return participants according to a predetermined schedule developed by the Transportation Supervisor.
8. Provide updates on participant problems or concerns to the Transportation Supervisor.
9. Maintain professional conduct with health care personnel, staff and participants.
10. Report any unacceptable behavior or the use of profanity on the vehicle.
11. Maintain strict confidentiality in all matters pertaining to riders or the agency.
12. Refrain from the use of the vehicle for any personal reason.
13. Maintain accurate transportation records as identified by the supervisor.
14. Complete and submit accurate reports in a timely manner.

Revised 13 November 2020

15. Attend and participate in all required training.
16. Will perform other agency-related tasks as warranted.
17. Will demonstrate and maintain good work ethics.
18. Will adhere to all applicable agency policies and procedures.
19. Assist participants with daily tasks as needed during transportation trips.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Good communication skills (reading, writing, interpersonal).
2. Good organizational skills.
3. Good driving record.
4. Must be flexible and adaptable to frequent change.
5. Must possess physical ability necessary to lift and move patients safely from beds, wheelchairs and stretchers.
6. Must be neat and clean in appearance at all times.
7. Must pass agency driving test.
8. Must have ability to deal professionally with health care personnel and staff and participants.
9. Must be familiar with geographical area and use of maps.