

MEDICAL TRANSPORTATION DRIVER

DEPARTMENT: Activity
SUPERVISOR: Executive Director

FLSA STATUS: Non-exempt
DATE: July 1, 2018

DUTIES AND RESPONSIBILITIES:

Transports residents to and from facility for medical appointments, shopping, group activities and to meet individual resident needs.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Maintain a weekly schedule for the company vehicle.
2. Arrange transportation for resident to medical appointments, shopping, individual needs, activity outings and regularly scheduled group trips.
3. Determine condition of vehicle by inspecting vehicle before and after use; logging inspection; reporting requirement.
4. Ensure safe loading and unloading of vehicle by following lift instructions, assisting residents in and out of vehicle, securing residents with seat belts, and securing wheelchairs with brakes, seat belts, and straps.
5. Assist residents to and from vehicle and to and from place of destination i.e. doctor's office.
6. Maintain safe vehicle and conditions by complying with organization policies and procedures and highway rules and regulations.
7. Maintain records by completing driver log of transports made each day and filing documents.
8. Ensures operation of vehicle and equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment supplies.
9. Attend in-service training and continuing education workshops.
10. Constantly be on the alert for conditions interfering with the safety and well-being of residents involved in transport.
11. Adhere to established policies and procedures of the facility and maintain confidentiality.
12. Maintain cleanliness of vehicle.
13. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
 X 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:			X	
Sitting:				X
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.			X	
Pushing/Pulling 21-25 lbs.			X	
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:		X		
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:		X		
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.			X	
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA

Facility, resident rooms, outside areas, traveling in vehicle, medical offices, field trips, special events.

QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: Training or experience which demonstrate the potential ability to perform the duties of the position and demonstrate safe driving experience in the operation of automotive vehicles.

License/Registration: Unrestricted, valid driver's license issued by State. In Iowa requires a commercial driver's license (CDL) Class C.

Continuing Education: Yearly inservices on use of company vehicles and equipment.

Job Knowledge: Safe driving practices. Understand and carry out oral and written directions. Ability to read and interpret road signs in English. Ability to read and understand and adhere to the rules, laws and regulations regarding the safe transportation of residents. Ability to service, fuel, and clean coach, van or car and recognize vehicle maintenance needs; Conduct inspection of vehicles and report any findings to management. Reasoning skills to map and route directions and determine driving in adverse weather/road conditions. Ability to maintain vehicle logs regarding mileage, repairs/maintenance. Perform physical and manual tasks in loading and unloading wheelchair residents and adaptive equipment;. Must enjoy working with the elderly, be friendly, patient, and have a caring attitude.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.