

POSITION DESCRIPTION

CLASSIFICATION TITLE: Transportation Provider

POSITION TITLE: Driver (Part-time)

GENERAL STATEMENT OF RESPONSIBILITIES:

This FLSA Non-exempt position has the responsibility for the provision of transportation services provided by the Eastern Shore Community Services Board.

General areas of responsibilities include:

- * The day-to-day provision of transportation services, and
- * Completion of position-related documentation in accordance with applicable Medicaid, licensure, and agency regulations.

In carrying out position responsibilities, the incumbent reports to and receives supervision from the supervisor of the program/clinic to which he/she is assigned. The incumbent is required to exercise sound judgment, demonstrate initiative, maintain confidentiality, and sustain intra- and inter-agency working relationships, and exercise time management skills.

MAJOR DUTIES:

- Transport ambulatory and non ambulatory consumers, properly aligning and securing wheelchairs in vans as needed;
- Respond to medical emergencies in accordance with agency procedures;
- Enforce agency rules and regulations regarding the transportation of consumers in agency vehicles;
- Fulfill all reporting requirements as required by the agency to include recording activities in vehicle logs & completing insurance documentation;
- Maintain vehicles in proper condition and report any vehicular problems to the appropriate supervisor;

- Perform such other position-related duties as directed by the program supervisor, manager and/or the executive director.

QUALIFICATIONS:

The incumbent should have position-related experience with the population served and/or experience providing transportation services and possess the following knowledge, skills, and abilities.

Knowledge of: Transporting people in a car and/or 12- or 15-passenger van; CPR and basic first aid; standard safety practices as apply to driving and transporting others; basic mechanical necessities (i.e. oil, gas, water, and tires); and procedures for transporting special population.

Skill (s) in: Transporting people in a car and/or 12- or 15- passenger van; performing CPR and basic first aid; following safety practices regarding driving and transporting others; identifying basic mechanical problems (i.e. vehicle running hot); and transporting special population.

Ability (ies) to: Drive and transport others in a car and/or 12- or 15- passenger van transport special population properly maneuvering, aligning and securing wheelchairs as needed ; perform CPR and basic first aid; work with individuals with behavioral health care needs; maintain confidentiality; work with direct and general supervision; and communicate effectively in oral and written form.

The incumbent must have a valid driver's license and a satisfactory driving record.

HIPAA Access Level: 1=limited access to consumer information

ORGANIZATIONAL LOCATION:

EXECUTIVE DIRECTOR

PROGRAM MANAGER

ADMINISTRATIVE & TRANSPORTATION SERVICES SUPERVISOR

DRIVER

SALARY &/OR HOURLY RATE RANGE: Classification Level I

EFFECTIVE DATE: February 1, 1999

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

Driver Date

Administrative & Transportation Services Supervisor Date

Executive Director Date