



## Transportation Driver

The Transportation Driver is responsible for transporting patients to and from appointments by driving and maintaining a non-emergency medical transportation vehicle in the Los Angeles County area.

### **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

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- At least 2 years transportation driver experience in a psychiatric healthcare environment or related field.
- Must have a valid have Class B Driver License (State of California Department of Motor Vehicle).
- A valid Bus Driver Certificate (State California Department of Transportation) and/or demonstrated the ability meet physical examination requirements.
- Good written, verbal communication and interpersonal skills.
- Organized, detailed oriented, problem solving skills, and the ability to work independently.
- The ability to work additional hours and special projects as needed to ensure clients are transported to the assigned destination according to established guidelines.

### **GENERAL STATEMENT OF FUNCTIONS:**

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- Responsible for transporting client/staff via company vehicle to assigned designation (i.e., resident, other healthcare facilities, court, etc.) as assigned.
- Maintain accurate vehicle trip-tickets which are turned into the Transportation Supervisor or Director, on a daily basis for filing and reference as required.
- Comply with State of California reporting requirements in the event of any vehicle accident; make immediate telephone contact with the Support Services Director for further instructions and prepare an Incident Report upon immediate return to the Agency for submission to the Support Services Director and Chief Operating Officer, Administrative Services, according to established guidelines.
- Contact Transportation Services and/or Switchboard Operator in advance (daily) of morning assignment to confirm any cancellations.
- Communicate with Transportation Services from each assignment to the Agency (in advance) for possible re-routing/scheduling instructions.
- May be required to assist in other transportation services (special request) which may include; other facilities/Agencies, post office, county offices, vendor pick-up/deliveries, employee transportation etc.
- Report vehicle service needs requiring professional assistance to the Supervisor or Director, in a timely manner and follow-up as necessary to ensure vehicle safety and reliability.
- Must comply with all federal, state, Agency, and other regulatory body required relating to passenger safety policies/procedures.
- Vehicle maintenance duties include: inspect vehicle for safety/repair deficiencies and report status to supervisor daily, ensure vehicle is cleaned and fueled by the end of daily work shift, ensure vehicle is parked in assigned area; doors/windows are locked accordingly.
- Practice confidentiality in all client, employee, and management related matters.
- Participate in the fundraising activities of Kedren.
- Assist in other duties and special projects as assigned.