



## JOB DESCRIPTION

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Position:	Transportation Services Driver
Department:	Financial
Reports to:	Transportation Services Supervisor
FLSA Status:	Non-Exempt
Grade:	2

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### **GENERAL PURPOSE:**

Under the supervision of the Transportation Services Supervisor, the Transportation Services Driver, is responsible for providing transportation to Ampla Health patients from their homes to Ampla Health clinics and vice versa.

### **MAIN RESPONSIBILITIES & DUTIES:**

- 1) Responsible for the overall safe and timely transportation of the patients to and from their doctor's appointment as schedule thru Ampla Health PM System and Logisticare Transportation services
- 2) Communicates with all scheduling Ampla Health clinics to navigate patient's transportation, to ensure that patients are transported efficiently
- 3) Responsible for maintaining a completed daily transportation log and submitting them weekly to the Transportation Services Supervisor
- 4) Make sure that the transportation vehicle is maintained and clean within the safety standards that is set forth by Ampla Health
- 5) Report any traffic violations and accidents to supervisor within 1 hour
- 6) Performs other duties as assigned by supervisor

### **QUALITIES & CHARACTERISTICS**

- 1) Maintains a professional relationship and positives attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strives to learn more and is receptive to learning different ways of doing things
- 4) Displays enthusiasm toward the work and the mission of Ampla Health

### **COMMUNICATIONS SKILLS**

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients, coworkers, and the public courteously and calmly
- 3) Ability to communicate well with the public orally and in writing

**PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES:**

- 1) Must possess a high school diploma equivalent
- 2) Must have a valid California Class C Driver's license and no more than 1 (one) point on driving record
- 3) Communicates routine or non-technical information to co-worker and patients
- 4) To exercises tact and diplomacy in the resolution of mind conflicts or disagreements with patients
- 5) Must have excellent customer services
- 6) Driver will need to get CPR certification and Driver Safety training

**WORKING CONDITIONS & PHYSICAL REQUIREMENT:**

Employees must possess the following physical requirements:

- 1) Must be in good health and able to lift up to 40 lbs.
- 2) Must be able to hear staff on the telephone and in person, and speak clearly in order to effectively communicate information to clients and staff
- 3) Must be able to read memos, forms, and other pertinent written materials
- 4) Ability to operate standard office equipment such as a computer, telephone, fax machine, copier, etc.

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EMPLOYEE NAME(PRINT)

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EMPLOYEE SIGNATURE

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DATE