

**Position:** Assisted Medical Transportation Van Driver

**Reports To:** Program Coordinator and the Director

Hours of Operation: Monday-Friday 8 am to 5 pm

Scheduled as needed

### **Responsibilities**

- Complete Daily Trip Log.
- Review Daily Schedule.
- Phone and Bluetooth ear piece, driver must use hands free, supplied.
- Transport clients safely to their medical appointments.
- Report all accidents **immediately, if there is an injury call 911 then the office at 860-489-2580.** Fill out accident report in vehicle reporting kit.
- When you arrive at the client address if they are not waiting for you, call their phone listed on your daily schedule. If there is no answer, go to their door to see if they are waiting inside. If there is no answer, report to the office at 860-489-2580.
- Assist clients door to door as needed and use wheelchair lift as needed. Transport chairs are available in all vans.
- If client is in wheelchair secure wheelchair with Q Straints.
- Remind clients to buckle their seatbelts. If needed, assist clients in buckling their seat belt.
- Give client a recall slip.
- Report anything unusual to the office such as the client's behavior is different or confused.
- Retrieve all voice mails from your phone as soon as you safely can.
- If you are running late, please call the client and/or the office. Give the client an estimate of when you expect to be there such as less than 5 minutes or less than 10 minutes.
- Report any problems or issues with your vehicle to the office immediately and document on the daily trip log.
- Keep your vehicle clean inside and out like it was your own.
- Vacuum and wipe down the inside regularly.
- Wash outside of van as needed.

### **Qualifications**

- Drivers must have a current and valid driver's license with a Public Service Endorsement and a current Medical Examiner's Certification.
- Driver must have the ability to assist clients up/down stairs and to be able to push clients in a wheelchair.
- Be able to exercise good judgement. Clients, Drivers and Vehicle Safety are a priority.
- Have knowledge of area streets and be able to use a map or GPS for Torrington, Harwinton and the parts of Litchfield we service.
- Flexible schedule preferred
- Have compassion for the elderly population.
- Follow all office and van policies

Signature \_\_\_\_\_

Date \_\_\_\_\_