

<b>LEWIS COUNTY PRIMARY CARE CENTER, INC.</b> <b>dba Primary Plus</b> <b>POLICIES AND PROCEDURES</b>	<b>Section: Human Resources</b> <b>Number: 7492</b> <b>Revision Number: 0</b> <b>Effective Date: 04/11/2024</b>
<b>Our sites:</b>  <b>Vanceburg Family Health Center</b> <b>Tollesboro Family Health Center</b> <b>Fleming County Family Health Center</b> <b>Maysville OB/GYN/ Family Health Center</b> <b>Bracken County Family Health Center</b> <b>South Shore Family Health Center</b> <b>Ashland Family Health Center</b> <b>Maysville Kid Care</b> <b>Ripley Family Health Center</b> <b>Grayson Family Health Center</b> <b>Maysville Denham Medical Clinic</b> <b>Robertson County Medical Clinic</b> <b>Bracken County School Based Clinic</b> <b>Morehead Family Health Center</b>	<b>Approved by CEO: Signature on File</b> <b>Date: 04/11/2024</b>
	<b>Approved by Board: Signature on File</b> <b>Date: 04/11/2024</b>
	<b>Annual Review by: _____</b> <b>Date: _____</b>
<b>TITLE: Human Resources— Transportation Van Driver</b>	

**POSITION TITLE: Transportation Van Driver**

**Position Summary:**

The Transportation Van Driver will operate a van equipped to provide nonemergency transport of mobility- impaired individuals by accommodating wheelchairs, walkers, and strollers and offering safe custom transportation to medical appointments and treatments.

**Supervisory Responsibilities:**

- None

***Duties/Responsibilities:***

- Picks up patients at home or other facility. Provides the assistance required to safely board patients and caregivers.
- Ensures wheelchairs and passengers are properly secured before starting van. Depending on route, may pick up several patients for a common destination.
- On arrival at medical facility, assists patients in exiting the van and reaching the proper offices or treatment areas.
- Checks the van to ensure that no personal items are left behind.

- Provides first-aid or CPR if required during patient transport. Immediately notifies emergency staff and dispatcher if skilled assistance is required.
- Completes reports at the end of a shift.
- Immediately reports traffic accidents to dispatcher, requesting police or ambulance service as needed. Assists injured persons from first-aid kit until these services arrive. Completes company accident reports.

***Required Skills/Abilities:***

- Possession of the patience and tact necessary for contacts with patients, both adult and children, and their caregivers.
- Must be reliable and capable of working independently and remaining calm in case of emergency.

***Education and Experience:***

- Must hold a currently valid driver's license and have an excellent driving record.
- High school diploma or equivalent and fluency in English required. Depending on assigned area, knowledge of Spanish would be helpful.
- Satisfactory completion of a company training program in passenger assistance techniques, sensitivity training, and map reading, or demonstrated competence based on previous employment experience.
- Satisfactory completion of CPR, first-aid, and seizure training provided by a local emergency medical training facility or a certificate indicating prior successful completion of such training.

**Licenses:**

- Current driver's license, with good driving record for three years, or period of licensure, whichever is shorter.

**ADDITIONAL NOTES:**

Seeking an individual who exhibits effective communication skills with a positive attitude, who is self-motivated, and has experience in working independently.

**WORKING CONDITIONS:**

Works inside in a well-lit, generally pleasant environment. Light travel required. Ability to lift up to 50 pounds. Frequent bending, stooping, kneeling, reaching, etc. Supervision received by EMR Management.

**DISCLAIMER:**

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required to perform the work.

The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and LCPCCC continues to maintain its status as an at-will employer. If the essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made.