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## Job Description

**Job Title:** Driver  
**Department:** Operations  
**Reports to:** Field Supervisors / Operations Manager

### Position Overview

This position will be responsible for transporting patients to and from their homes to various medical facilities. They will be responsible for vehicle inspection when not in transit, as well as completing patient run reports on a daily basis. There may be other duties as required for this position. This person will have regular motor vehicle report inquiries, as well as maintaining a current and valid driver's license.

### Essential Job Functions

- Show up to work in a timely manner
- Complete a vehicle maintenance and safety inspection prior to vehicle operation
- Communicate with dispatch and get daily patient schedule
- Drive clients to their destinations in a safe manner and on time
- Assist clients as they get into and out of the vehicle
- Report back to the dispatcher when clients have been dropped off at their destination
- Report traffic delays back to supervisor
- Report any incidents or accidents to the supervisor
- Operate wheelchair lifts as needed
- Adhere to company policies and protocol

### Requirements

- HS Diploma/GED
- Must possess a valid driver's license - Need to keep license current and in good standing
- A minimum of 5 years US driving experience
- Initial and random drug screening

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Signature

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Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.