



Centennial Mental Health Center, Inc.
Job Description

Job Title: Transport Driver
Reports to: Transportation Coordinator

Job Class: Non-Exempt
Grade: 27

POSITION SUMMARY

Provide the transportation of patients/clients to and from their private residences and their destination in a safe, secure and professional manner. Foster a culture of patient centered care, service, quality and safety excellence, while improving patient experience, employee experience and community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Transporting patients and clients utilizing company vehicles in a safe and professional manner.
- Effectively communicates with dispatch regarding schedule progress and to receive instructions.
- Maintain a professional image and attitude in regards to clients, visitors and co-workers.
- Complete daily vehicle pre-trip and post trip inspections, and maintain vehicle cleanliness.
- Assist clients and patients as needed to safely complete the transfer.
- Accurately complete activity logs and vehicle reports
- Must be able to understand and operate GPS devices and cell phones.
- Immediately report any incidents or accidents to supervisor
- Operate wheelchair lifts as needed
- Adhere to company policies and protocol
- Must be physically able to step up and down steps, safely secure clients for transport, lift up to 100lbs., and transport wheel chair patients on paved and unpaved surfaces.
- This position is subject to random drug screens.
- Employee is responsible to provide Centennial with a renewed license prior to expiration
- Assumes other related responsibilities as required.

Job Qualifications, Knowledge, Skills and Abilities:

- Must be 21 years old.
- Must possess a valid Colorado Driver's license and provide a current 10-year DMV printout.
- Pass a mandatory pre-employment drug and alcohol screening.
- Must pass mandatory criminal background test.
- Be or have the ability to be medically qualified to drive and obtain medical certification card.
- Ability to perform light vehicle maintenance, such as change a flat tire.
- Bilingual skills preferred.

Education or Formal Training:

- Must be or have the ability to be CPR and First Aid certified.

Experience:

- Must have at least 2 years of continuous driving experience in the United States. No more than 1 moving violation or 1 "at fault" accident within the past 3 years.

Qualities and Characteristics:

- Must be detail oriented, organized and highly accountable for timeliness and accuracy of performance
- Excellent communication skills
- Customer service oriented
- Proficiency with technology, computers, and various programs, including Microsoft Suite

Working Conditions:

- Work is performed outdoors, in a vehicle, and in an office.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date