

WAKEFIELD HEALTH CARE CENTER
JOB DESCRIPTION

POSITION: Transportation Aide
DEPARTMENT: Administration
SUPERVISOR: Administrator

QUALIFICATIONS:

Education/Experience:

- Must be a minimum of 20 years old
- Certified Nursing Assistant certification, preferred
- Satisfactory driving record
- Ability to operate a motor vehicle in a safe manner. Trips are typically within a 50-mile radius. There are times when you will be needed to drive to Lincoln or Omaha

Certificates/License:

- Driver's License
- Have or willing to obtain/maintain CPR certification
- Have or willing to obtain/maintain Certified Nursing Assistant certification

Equipment, Tools, Materials

- Will be driving a minivan or 14 passenger minibus
- Will be trained to utilize a wheelchair lift and securement of wheelchairs in vehicles
- Will need access to email

Patient group served:

- Geriatric
- Dementia

RESPONSIBILITIES AND DUTIES:

Provides safe, comfortable, timely, and courteous transportation.

- Verifies van schedule at the end of each day for the next day and again first thing in the morning.
- Gives the best possible first impression by greeting all passengers with a warm, sincere, and friendly welcome.
- Assists each passenger in and out of the van, ensure that they are secured safely in their seat or wheelchair, and help them in/out of their home/destination.
- Drives the van in a manner that complies with all local, state, and federal laws.

Ensures that the van is operating correctly at all times.

- Maintains complete and accurate daily records on the van's activity, passengers, and mileage.
- Cleans and refuels vehicle as needed and reports the need for servicing, lubricants, tires and accessories.
- Completes daily and weekly safety inspections of the vehicle.
- Stores vehicle appropriately and securely during and at the end of shift.

Ensures that all required paperwork is completed timely.

- Maintains complete and accurate daily records on the van's activity, passengers, and mileage.
- Submits all money receipts/work orders collected at the end of the day to the business office.

Provides nursing assistance as needed

- May need to assist resident with toileting while on transportation
- May be requested to sit in with appointment as needed based upon resident needs.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position as van driver and agree to abide by the requirements set forth and will perform all the duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the A.I.D.s and Hepatitis B viruses and other diseases.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself.

ESSENTIAL WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(check appropriate column or enter maximum individual lifting requirement)

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting				X
Standing		X		
Walking		X		
Climbing	X			
Driving				X
Lifting (floor to waist level)		20 lbs.	10 lbs.	5 lbs.
Lifting (waist level and above)		20 lbs.	10 lbs.	5 lbs.
Lifting (shoulder level and above)		20 lbs.	10 lbs.	5 lbs.
Carrying objects			X	
Push/pull		150 lbs.	150 lbs.	0 lbs.
Twisting		X		
Bending		X		
Reaching forward		X		
Reaching overhead		X		
Squat/kneel/crawl			X	
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X
Taste	X			
Talk				X
Smell	X			
Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20	
Near Vision		X		
Far Vision		X		
	Not Applicable	Yes	No	
Color Discrimination		X		
	Not Applicable	Accurate	Minimal	Moderate
Depth Perception		X		
Hearing		X		
Environmental Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated		
Bloodborne Pathogens	X			
Chemical	X			
Airborne Communicable Disease		X		
Extreme Temperatures		X		
Radiation	X			
Uneven Surfaces or Elevations	X			
Extreme Noise Levels	X			
Dust/Particulate Matter		X		
Other (List)				
Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours	X			
	Not Applicable	Yes	No	
Regular, punctual attendance for assigned shifts		X		
Available to work overtime		X		