

LINCOLN HEIGHTS OUTREACH INC. ADULT DAY SERVICE

Non-Emergency Medical Transportation Driver

Summary

Transporting participants to and from the Adult Service Center.

Duties:

- Prior to driving, drivers must be trained on the vehicle, as well as route and must exhibit satisfactory to supervisor the ability to both control the vehicle and interact in a positive manner with the individuals being transported to and from the Center
- Prior to driving the vehicle a pre trip inspection form must be completed
- Driver shall possess ability to safely transfer consumer to and from vehicle. If in wheelchairs, safely load them onto the bus.
- Must complete the route in a timely manner insuring that individuals arrive and depart the center as required
- Insure safety of individuals by making sure they use their seatbelts. If needed, assist individuals in fastening their seatbelts.
- Insure sufficient gas is in the van/bus at all times. Notify the Supervisor when gas is needed
- Keep the van/bus clean and free of litter
- Make sure van has safety equipment based on Pre trip inspection form
- Perform other related duties as assigned by Supervisor

Requirements

- Must be at least 21 years of age with a minimum of 2 years driving experience
- Must possess a valid driver's license
- Must obtain and renew annually a driver's abstract record through the bureau of motor vehicles. This abstract must show no more than 6 points and/or no six point convictions
- Must supply a physician statement verifying physical ability to drive
- Possess the ability to understand written and oral instructions
- Must pass a drug and alcohol screening
- Must pass the BCII Background Check
- Complete online Passenger Assistance Safety Training
- Must possess and maintain certification in First Aid and CPR