

DRIVER

The following is a job description for Transportation Van Driver:

Job Responsibilities and conditions:

1. Driver will transport passengers as assigned.
2. Driver will complete all necessary paperwork.
3. Driver will keep all information concerning passengers and PACS confidential and sign a confidentiality statement.
4. Driver will wear ID badge at chest level and/or uniform shirts provided by PACS which state PACS STAFF on chest.
5. Driver will abide by all driving laws of the State of Kentucky and/or area you are driving through plus any additional rules and regulations in the PACS Driver's Policy Statement.
6. Driver will be CPR Certified and be physically capable to perform wheelchair services.
7. Driver will radio dispatch when done with a transport.
8. Driver will report to the PACS HSTD Office serving the county the driver is in while waiting for clients call to return home. Driver will assist in that county if requested or contact your dispatch and request to be off the clock for lunch.
9. Driver transporting out of area will escort the patient to the check in location, acquire contact information for the medical office and tell the receptionist the time you will check back for status of depart time. Driver is to report in every 2 hours to dispatch or 800-467-4601 with an update of expected departure time.
10. Drivers are to wash/vacuum/sweep a vehicle once a week.
11. Driver will verify a liability release is on file before entering a client's home.
12. Driver will perform other duties as requested by PACS supervisory staff.

Driver Signature

Date

Supervisor Signature

Date