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| **Community:** | Garden Spot Village |
| **Department:** | GSV at Home |
| **Reports to:** | GSV at Home-->GSV at Home Coordinator |
|  |  |
| **Overview:** | The Transportation Driver is responsible for taking clients to their scheduled appointments. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Complies with the PA Drivers Licensure Requirements.
* Follows Residents’ Rights policies at all times.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Attends all in-services and training sessions relevant to the position.
* Treats all information about clients, their condition and family as confidential.
* Sets up the daily transportation schedule, obtains directions, and maps out the safest and most direct route, taking into consideration client preferences.
* Completes all forms related to client transportation and returns the forms to the proper department in a timely manner.
* Maintains open communication with GSV at Home Coordinator and Assistant Scheduler with all information regarding clients.
* Assists all clients that require help in entering and exiting the vehicle.
* Escorts all clients requiring assistance.
* Properly secures all wheelchair-bound clients in the vehicle.
* Makes sure all clients are secured in his/her seat belt.
* Delivers papers to and from physicians’ offices and hospitals as necessary for all Care Areas. Conveys instructions and special needs of the clients to the medical office staff, as requested by Garden Spot Village team members.
* Refuels the vehicle as needed.
* Maintains a clean vehicle and requests vehicle repairs and maintenance as needed, immediately escalating requests to either the GSV at Home Coordinator and/or the Assistant Scheduler.
* Abides by current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the workplace.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Enjoys working with people.
* Must have clear driving record with no moving violations in the last three years.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date