

ROSEBUD HEALTH CARE CENTER  
POSITION DESCRIPTION/ANNUAL EVALUATION

Department Name/Number	Position Title	Reports To
Transportation	Bus and Van Driver	Transportation Coordinator
<b>Effective Date:</b> 5/2017 <b>Revised:</b> 8/2017	<b>Supervisor Signature/Date:</b>	
<b>Position Grade:</b> 22	<b>Administration Signature/Date:</b>	
<b>Status:</b> Non-Exempt	<b>Human Resources Signature/Date:</b>	

Employee Name:
Hire Date
Reason for Evaluation: 6 Month _____ Annual <u> X </u> Special _____

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**POSITION SUMMARY STATEMENT:** In this position, the Bus and Van Driver provides transportation for residents of the Nursing Home, patients using facility services, and the public, as scheduled.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Safely drive the van or bus to transport riders throughout Forsyth and the surrounding areas, including Miles City, Colstrip and Billings.
2. Coordinate each passenger pick up with various departments, including Activities at RHCC.
3. Pay close attention to passengers if they need assistance of any kind. Assist passengers up and down steps, handle people with wheelchairs, oxygen tanks, assist in care of people who may become sick or soil themselves. Assist passengers with seatbelts.
4. Operate wheelchair lift and secure wheelchairs and occupants inside vehicle according to bus policy and standards.
5. Perform daily pre-trip and post-trip inspections of bus or van. Pay attention to vehicle – ride, sounds, repairs needed. Note these needs and call attention of Activities Director to problems. Keep vehicles clean and in good repair.
6. Maintain daily trip-by-trip sheet, completing fully.

7. May elect to take random Lab runs to Miles City, Billings, Glendive, and/or Hardin; calls 24/7.
8. Maintain strictest confidentiality; adhere to all HIPAA guidelines/regulations.
9. Must keep current with Relias On-line training courses.

The employee will demonstrate the ability to: manage time, maintain a safe and clean environment, practice confidentiality, treat all persons with respect and professional courtesy, accept change, support the mission and vision of Rosebud Health Care Center (RHCC), accept and provide constructive feedback, be a team player, and adhere to the infection control, fire and safety, disaster and hazardous waste policies. The employee must also demonstrate the competencies for the position and adhere to policies and procedures for their department.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.

**Education, Experience and Licensure/Certification Requirements:** Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position.

1. High School diploma or GED preferred.
2. Must possess valid Montana Driver's License
3. If using personal vehicle for Lab runs, must provide proof of insurance.
4. Experience driving and maintaining a bus preferred.
5. Experience in dealing with and assisting elderly or handicapped persons helpful.
6. CPR or First Aid certification helpful.

**Reporting Relationship: Executive Administrative Assistant and Transportation Coordinator**

**Employees Supervised: N/A**

**Physical Demands Checked** are the physical requirements that apply to this position

- Sedentary-Primarily sitting/lifting 10 lbs maximum
- Light-Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs
- Medium-Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs
- Heavy-Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs
- Very Heavy-Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs

Checked are the appropriate factors for this position

Occasionally 0-33% of the work shift      Frequently 34-66% of the work shift

Constantly 67-100% of the work shift N/A Not Applicable for this position

<b>Physical Factors</b>	N/A	Occasionally	Frequently	Constantly
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing (wt 50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pulling (wt 50+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing (Computer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual Acuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Environmental Factors**

Exposure to Weather	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust, Vapors, Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Bloodborne Pathogens** Checked is the appropriate category for position

- Category I - Job classification in which tasks involve exposure to blood, body fluids or tissue
- Category II - Job classification in which tasks involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category I tasks
- Category III - Job classification in which tasks involve no exposure to blood, body fluids or tissues and Category tasks are not a condition of employment

**Protective Equipment** Checked is the equipment that may be required to be worn in this position

- Not Applicable
- Hearing Protection     Gloves     Goggles     Safety Glasses     Face Shields
- Face Masks-Surgical, N95, Respirator     Moisture Resistant-Gown/Lab Coat