



Bond Community Health Center, Inc.

JOB DESCRIPTION

POSITION: Transportation Specialist
DEPARTMENT: Title III HIV Program
REPORTS TO: Clinical Coordinator, Director, Nursing, HIV Specialist,
 Case Manager, Data Entry Clerk

Under the Office of the Program Coordinator, the Transportation Specialist is responsible for all phases of transportation operations within the HIV program. This includes skilled work in safe and efficient operations of a large passenger van, transporting patients to various scheduled appointments. Employee is expected to exercise independent judgment. Work is performed under general supervision of Title III Coordinator.

RESPONSIBILITIES:

- Responsible for requesting and picking up the daily transportation schedule from the Data Entry Clerk, who receives requests from other program staff.
- Upon picking up of the daily schedule, the Transportation Specialist will contact patients to confirm pick up and drop off.
- Transport patients to and from Center.
- Transport patients to and from Outreach Programs and support groups.
- Inspects van, check water, gas, oil and tires before leaving on a run.
- Reports any incidents of vehicle malfunction during or after operation.
- Maintains routine records and/or reports of all pick up and drop off of patients.
- May assist passengers to embark and disembark from the vehicle.
- Duties require routine maintenance check of the vehicle.
- Assist and accompany the Community Liaison with scheduled home visits and other outside activities as needed.
- Performs related work as required.

QUALIFICATIONS:

- 1 to 2 years experience in transporting passengers.
- Possession of a high school diploma or an equivalent recognized certificate; or directly related experience may be substituted on a year-for-year basis for the required education.
- Must possess a valid Florida Driver's License and proof of driver record from the Florida Department of Motor Vehicles.

Job Description
Transportation Specialist
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PHYSICAL DEMANDS/WORKING CONDITIONS:

- Bending, lifting, reaching and walking. Accommodations will be made for persons that are disabled.
- Exposure to patients, including those who are HIV positive, possible Tuberculin and/or Hepatitis exposure (vaccination recommended).

SUPERVISION RECEIVED:

- Chief Administrative Officer, HIV Coordinator, Clinical Coordinator

SUPERVISION RENDERED:

- None

COMPLEXITY:

- Considerable knowledge of traffic laws, ordinances, rules and driving courtesies. Ability to follow oral and written instructions. Ability to recognize the importance of timely reporting to work and strict adherence to schedule. Ability to work independently while adapting to and applying changing rules and regulations, as well as to develop and implement policies and procedures.

INTERPERSONAL CONTACTS:

- Ability to work with the public, professional/clinical staff and outside agencies as necessary.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

- Requires constant knowledge of and access to sensitive medical and personal information of patients. Expected to follow BCHC’s confidential procedures as noted in the Employee Reference Manual.

EFFECT OF ERRORS:

- Position must adhere to appropriate procedures and protocols. Errors could expose the Center to citations, fines, legal liability, and possible embarrassment.

HOURS OF WORK:

- 40 hours minimum and as needed.

SALARY RANGE:

- As stated in the Notice of Hire.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____