



Shuttle Ruidoso Drivers Job Description

JOB DESCRIPTION – DRIVER

Shuttle Ruidoso provides non-emergency medical transportation to people who go to medical appointments and transportation to the surrounding airports.

REQUIREMENTS TO APPLY:

1. Must have a Valid Driver's License
2. Must have Clear Driving Record
3. Must provide a Current MVR (Motor Vehicle Record/Driving Record)
4. Must be Insurable
5. Must be able to Pass a Nationwide Background Check
6. Must be able to Pass a Drug Screen

REQUIREMENTS AFTER HIRE:

7. Must Pass a Nationwide/Federal Background Check
8. Must Pass a Drug Screen
9. Must complete DOT Medical Examination, receive Medical Examiner's Certificate
10. Must complete CTAA Passenger Assistance Training, receive Certificate
11. Must complete First Aid/CPR Training, receive Certificate
12. Must complete Defensive Driving Training, receive Certificate
- 13. Must have Smart phone or Internet capable phone**
14. All other duties as assigned.

Our drivers are expected to keep in contact with dispatch by using a cell phone. It is the driver's responsibility to make sure this communication device is in operational service at all times. Email (with printer) or Fax machine is required for next day trip distribution.

Drivers are given schedules for the following day between 3:00 and 5:00 pm. Drivers are responsible for leaving ample time to arrive at pickup. If for any reason a pickup can not be made at the scheduled time, drivers are responsible for notifying dispatch in advance. Drivers are responsible for confirming trips with their clients the evening prior to pickup. It is the responsibility of the driver to get complete and accurate directions for scheduled pickups. Shuttle Ruidoso has computerized mapping programs that our office personnel can use to assist you with directions if necessary.

Promptness is essential for drivers at our company. Drivers must use discretion to adjust trip times to ensure ALL clients arrive at their scheduled appointments in a safe, secure and professional manner.

If the driver has multiple clients and pickup time conflicts, it is the driver's responsibility to adjust times to ensure EVERYONE is on time. Return trips home are NOT as important as the arrival times. We have up to an hour to pick up clients after activated "B" legs (return trip).

Some clients may need some assistance getting in or out of the vehicle. Drivers should use discretion when assisting clients to ensure safety for both parties. If a client needs a hand for support or to steady themselves, it is recommended that you provide that assistance. If the client needs to be lifted or is in any way not able to load or unload from the vehicle without reasonable assistance, it is their responsibility to make sure an "Escort" is approved to accompany them. Members who are vision impaired should be asked if they require any assistance and should be made to feel like any other client.

While transporting vision -impaired clients, drivers should drive in a manner without rapid movements or rapid stops.



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More specific details are given during training. Please see a manager if you have further questions.

I have read the above position description and have received a copy.

Applicant Signature

Date