



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Driver I
Dept./Division: Health
Unit: Transportation
Job Family/Class: Community Service Series
Supervised By: Transportation Coordinator
Employee Type: Non-Exempt
Pay Grade: 9

NATURE OF WORK: The primary function of this position is to transport patients to and from health-related facilities.

ESSENTIAL FUNCTIONS:

- Provides non-emergency transportation to and from health-related facilities in a safe and timely manner.
- Ensures the cleanliness and maintenance of vehicles and reports any needed maintenance or repairs.
- Performs safety checks on vehicles and wheelchair-lift equipment; maintains safety logs.
- Maintains logbook regarding passengers and destinations.
- Complies with Tribal rules and regulations, obeys Arizona traffic laws and drives in a safety conscious manner at all times.
- Performs other duties of a similar nature or level as requested by supervisor or Director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Routine vehicle maintenance (such as maintaining full tank, properly inflated tire, oil check and water levels);
- Basic health care practices, techniques and medical terminology;
- Community health activities and clinic routines;
- Driving safety policies and procedures;
- GSA, tribal and departmental policies and procedures regarding vehicles usage;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- The use of telephone, including cellular phone;
- Operating commercial vehicles;
- Work independently;
- Maintain records and reports on all clients transported;
- Must be able to work weekends, evenings or any other regular schedule runs, if necessary;
- Drive safely and maintain a safe driving record;
- Function well under pressure;

- Establish and maintain effective working relationships with employees and the public;
- Using computers and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Completion of the eighth grade and three (3) years driving experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Must show proof of a safe driving record from the Motor Vehicle Division with no moving violations in the past three (3) years;
- Must be bilingual in English/Spanish. Trilingual in English/Spanish/Yaqui preferred;
- Must be CPR certified or complete basic CPR/First-Aid training within six (6) months of employment.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position;
- Must provide at least three (3) business related reference letters;
- Must pass a background check and drug test;
- Funding and sensitivity of position will determine fingerprinting requirement.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions. Stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, travel and work space restrictions.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date