

RIDE N PEACE TRANSPORT LLC

POSITION: DRIVER ATTENDANT

POSITION SUMMARY

Responsible for ensuring safe transportation from and to client points of services. Carries out goals for providing transportation services that support the mission and philosophy of Ride N Peace Transport LLC.

QUALIFICATIONS

- 18 years old or older with a high school diploma, GED or equivalent.
- Must meet ADA physical requirements.
- Licensed driver in good standing with an automobile that is insured in accordance with state and/or Ride N Peace Transport LLC requirements.
- No more than 1 moving violation or 1 “at fault” accident within the last 3 years.
- Must pass mandatory expanded or national criminal background check.
- CPR and First Aid certified. (BLS Preferred)
- Excellent written and verbal communication skills and strong interpersonal skills including the ability to relate tactfully with customers and other members of the community.

ESSENTIAL FUNCTIONS/AREAS OF ACCOUNTABILITY

1. Transport clients around Indianapolis, IN and surrounding counties utilizing company vehicles in a safe and professional manner.
2. Meet on-hire and annual Tuberculosis requirements, visitors, and co-workers.
3. Maintains a professional image and attitude in regard to clients.
4. Documents services provided and completes the forms required for the client's records.
5. Completes the appropriate records to document services rendered and pertinent observations. Submits documentation per Ride N Peace Transport LLC requirements.
6. Complete daily vehicle pre-trip and post-trip inspection.
7. Promotes personal safety and a safe environment for clients by assisting when needed for safe transfers.
8. Demonstrates safe practice in the use of company equipment. Does not use equipment until orientation about its operation has been provided. Notifies supervisor of educational needs.
9. Communicates effectively with all members of the interdisciplinary team through verbal reports, participation in staff meetings, and team conferences, as requested.
10. Maintains confidentiality in all aspects of the job.
11. Attends in-service programs to meet compliance requirements. Identifies learning needs to Ride N Peace Transport LLC supervisor.
12. Maintain a GPS unit or smartphone app and be knowledgeable about the area.
13. Ability to text often (when vehicle is stopped).
14. Promotes personal safety and a safe environment for clients by observing infection control practices, following Ride N Peace Transport LLC guidelines, and reporting unsafe situations to the supervisor.
15. Reports any observed, reported changes and incidents pertaining to client's services,

condition and/or needs to the Client Service Director. Follows Ride N Peace Transport LLC reporting guidelines.

16. Performs other related duties and responsibilities as deemed necessary.

PHYSICAL/ENVIRONMENTAL DEMANDS

See ADA requirements.

I have read and understand the above job description of Driver Attendant.

Signed _____ Date ____ / ____ / ____