



## Transportation Driver

### **SUMMARY**

This position is responsible for participating in the provision of transportation services to qualified WHC patients, as part of the spectrum of enabling services. It is expected to work within the program directives of the funding source, operate in a safe and courteous manner and execute duties within the philosophical framework set by the Board of Directors.

### **QUALIFICATIONS**

1. High School Diploma or equivalent and a minimum of 2 years' experience including progressively more responsibility in the provision of quality transportation services
2. OSHA training in Body Mechanics
3. Experience in a health or human service setting highly desirable
4. Training in or willingness to be trained in defensive driving skills
5. Must meet Department of Transportation Federal Motor Carrier Safety Regulations:
  - a) Physical exam prior to employment and then every 2 years unless otherwise specified per policy and regulations
  - b) Completion of Department of Transportation Employment Application
  - c) Current driver's abstract updated yearly
  - d) Ability to operate a vehicle for an extended period of time
  - e) Current Hawaii State Driver's License of appropriate class for van vehicles
  - f) At least 21 years old
6. Proficient in Office products including Word, Excel, and Outlook
7. Ability to communicate effectively with patients, their families, WHC staff, and staff of community agencies
8. Ability to collaborate within a team framework and understanding the impact transportation services has on the patient keeping their appointments
9. Ability to organize work, set priorities, delegate tasks appropriately and follow tasks through to completion
10. Ability to cope with stressful situations in a calm and deliberate manner
11. Knowledge of and sensitivity to the culture and lifestyles of the Waimanalo community and other communities within Ko'olaupoko is highly desirable
12. Personal qualities of warmth, acceptance, sound judgment, and emotional stability are also necessary

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. BLS/CPR Class "C" certification
2. Current Hawaii State Driver's License of appropriate class for van vehicles