

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Driver		<b>Class Code:</b> 004KA4
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> LTC 4	<b>Effective Date:</b>
	<b>Summary:</b> Incumbent is responsible for scheduling and transporting patients for off-grounds medical consultations following Medical Director (MD) orders. Incumbent is also responsible for facilitating the collection of consultant requested information and making arrangements for patient transportation to these scheduled appointments, provides safe transportation as appropriate. This work involves driving and making minor repairs to the transportation vehicle.		

**Duties:**

- Transports patients and staff safely to appointments, emergency rooms, work assignments, and/or workers compensation facilities;
- Drives emergency ambulance runs to nearby hospital;
- Transportes x-rays, EKG's, STAT labs, etc., timely and confidentially;
- Checks oil, gas, etc., cleans vehicle and also limited car pool care;
- Obtains MD and Safety Board approval for off-grounds consultations and maintains records of MD consultation denials;
- Schedules off-grounds medical appointments per MD orders;
- Prioritizes medical consultation scheduling for new problems;
- Obtains items, medications, and/or supplies needed for upcoming medical tests;
- Prepares weekly appointment schedules for facility departments for the purpose of communicating off-grounds medical appointments between departments;
- Obtains needed reports and information prior to appointment such as history, diagnosis codes, insurance, etc.;
- Performs local delivery and pick up on and off grounds;
- Performs occasional delivery and pick up out of town;
- Performs routine administrative functions such as tracking/forwarding reports generated from off grounds consultations to patient units and assisting with coverage at front desk as needed;
- Performs related duties as required.

**Job Requirements:**

- Must have a valid, current Public Passenger Chauffeur's license and a good driving record;
- Must be dependable;
- Must have a good rapport with patients and staff;
- Ability to drive under all types of road conditions.

**Difficulty of Work:**

Requires the ability to multi-task scheduling and transporting of patients and staff to off-grounds medical appointments. Work consists of moderately complex assignments in which incumbent utilizes substantial technical knowledge and applies established rules, procedures and techniques to both recurring and new tasks.

**Responsibility:**

Incumbent works under close supervision of supervisor and performs work as directed. Incumbent independently performs routine tasks and performs additional work as required or as directed by supervisor. Incumbent often is in a position where duties affect safety and health of others. The incumbent is also required to schedule and transport patients and incumbents to off-grounds medical appointments.

**Personal Work Relationships:**

Work requires lifting of parcels for brief periods. Work requires staying in a sitting position on occasion for extended periods of time. Limited strain is involved in the operation of vehicles. Incumbent is exposed to many types of weather conditions while completing duties. Must be able to work cooperatively with all levels of staff and with mentally ill patients.

**Physical Effort:**

Requires the ability to assist patients in loading and unloading in a wheel-chair accessible van.

**Working Conditions:**

Work is performed both indoors and outdoors while transporting patients. Work could be performed in inclement weather.