



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 10/24/18
CLOSE: 11/16/18

EXEMPT__
NON-EXEMPT_X_

POSITION DESCRIPTION

POSITION: **MEDICAL TRANSPORTER/BUS DRIVER**

RESPONSIBLE TO: Transportation Manager

SALARY: GS-4 \$24,851 - \$32,025 Annual/Full-Benefits
GS-5 \$28,399 - \$35,842 Annual/Full Benefits
GS-6 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Non-Management/Regular/Full-Time

LOCATION: Klamath Tribes Administration
Community Services Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

INTRODUCTION

The primary purpose of this position is to provide non-emergency transport for community members to and from medically related appointments. This position will also be used as the primary back up Bus Driver for the "Quail Trail Public Transit" which operates five days a week and transports riders between Chiloquin, Klamath Falls as well as Beatty on Thursdays. The Medical Transporter/Bus Driver will assist clients as necessary such as assisting clients from a wheelchair into the transport vehicle and back or entering/exiting the vehicle. Transport destinations will vary and may require overnight stay. The general service area is Klamath County. The extended service area includes, but is not limited to, Portland, Bend, Eugene, Medford, Salem, Pendleton and other locations within the state of Oregon. Operation of a Tribal vehicle will be in accordance with the Klamath Tribes policies and procedures; as well as Oregon State and Federal Transportation Laws.

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This position will also serve as a medical transporter when back up is needed.

MAJOR DUTIES AND RESPONSIBILITIES

1. Check with Transportation Manager at least 10 minutes prior to scheduled departure time to coordinate any changes in the day's assignments and adjust route accordingly.
2. Perform vehicle operation and safety check logs on a daily basis, ensuring that the vehicle/bus is in good working order. Walk around the vehicle to visually observe any defects and check operating system – brakes, horn, windshield wipers, lights, first aid kits, emergency flashers, hydraulic lifts and floor opening devices before starting trip. Verify the working condition of cellular phone with supervisor or other designated staff member prior to departure.
3. Pick up clients at the home or designated bus stop. Provide assistance as needed with boarding clients and accompanying caregiver. Ensure wheelchair clients and all children eight years old and younger and/or 4'9" or under in height are properly secured in an appropriate restraint system. All passengers must be properly secured in an appropriate restraint system. All passengers must be properly secured before starting vehicle.
4. The Transporter/Bus Driver must walk to the client's home/apartment door, health facility or assisted living facility when picking up a client. Transporters must also walk the client inside the facility to their schedule appointment and leave the receptionist their business card for "will call" rides home.
5. Depending on scheduled route the Transporter may pick up several clients for transport to a common destination. Verify that all scheduled passengers are on board prior to departure.
6. Operate the vehicle in a responsible manner at all times to ensure clients arrive safely to their appointments.
7. Maintain contact with the Community Transportation Program Supervisor while out of the local area and/or on long distance transports.
8. Upon arrival at a medical, dental or treatment facility assist the client in exiting the vehicle and reaching the proper treatment area. Check vehicle to ensure that no personal items or prescription medication are left in the vehicle.
9. Prior to leaving the Klamath Tribes Administration building in the afternoon and/or when returning to Klamath Falls from a transport out of the area the Transporter must call the Community Transportation Program Supervisor in the afternoon to verify the remaining day's schedule.

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10. Determine whether further pickups are needed before returning.
11. Upon completing of the transport schedule for the day, fuel the vehicle in use and return vehicle to designated parking area. Document all mileage and make a final inspection of the vehicle outside body and inner seating and floor areas. Ensure the inside and outside of the vehicle is clean and in a well-kept manner. Lock vehicle and return keys to designated area.
12. Report any vehicle maintenance needs to the Transportation Manager immediately.
13. Before leaving worksite pick up the tentative schedule for the next business day. Schedules will be completed by 4:00 p.m. Check map or MapQuest as required for unfamiliar destination, double-check time and transports scheduled with the Transportation Manager. Recommend possible modifications to schedule as necessary.
14. Responsible for maintaining an accurate record of all daily transports, mileage, and unusual occurrences and submitting on a daily basis. May be required to submit monthly/quarterly reports to manager as requested.
15. When medical assistance is required during a transport notify emergency personnel and the Transportation Manager immediately. Complete a report of incident at the end of the day's run.
16. Report traffic accidents immediately to the supervisor and other designated staff members. Request police or ambulance service as needed. Assist injured persons from first-aid kit until these services arrive. Complete and submit accident report within the required time frame per Oregon State Law. A copy of report shall be provided to the Transportation Manager for review and submission to the Department of Motor Vehicles.
17. Maintain Defensive Driving Certification and any other required trainings. Immediately report any changes in driving status or insurability to the Transportation Manager and Human Resources. Department.
18. The incumbent will be call upon to accomplish other tasks within their scope of work.
19. Serve as a medical transporter and bus driver for non-emergency public transportation. This will require frequent travel within and outside the service area of Klamath County.
20. Demonstrate above average customer service, professional conduct, patience, and tact when assisting clients, (adults, children, elders), and their caregivers.

SUPERVISORY CONTROLS

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Work is performed under the direct supervision of the Transportation Manager. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations that do not have clear precedents.

The employee works independently, resolves problems on the basis of past precedent; exercises judgement in interpreting guidelines and applicability.

Assignments are reviewed for quality and compliance and safety with established policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability and knowledge of the importance of maintaining **strict confidentiality of all records and information pertinent to the nature of the work.** Must maintain strict confidentiality of medical information and adhere to Privacy Act requirements.

Knowledge of community and public services providers; i.e., community services, medical facilities, dental facilities, and treatment centers, tribal, county, state and federal programs in the local community.

Demonstrated ability to work well with diverse groups of people from varying age groups and socioeconomic backgrounds, sometimes in stressful situations, in a manner that displays professionalism, tact, diplomacy, and good judgement.

Knowledge of vehicle operation and maintenance. Capable of driving a passenger vehicle, under all types of weather conditions and traffic situations, ensuring the safety of the passengers.

Ability to communicate effectively by following and interpreting oral and written instructions, and collecting information. Must be able to interpret instructions, gather information, and submit reports. Must keep accurate records for reporting and funding purposes.

Skill in reading directions and finding locations on road maps. Able to drive with confidence, in a safe manner in large urban settings with high volumes of traffic.

Ability to establish and maintain effective working relations with peers, public and clients.

Demonstrative ability to communicate in a clear and concise manner in verbal and written form. Ability to work an irregular schedule in order to meet the transportation needs, which includes some overnight travel.

Physically able to transfer wheelchair passengers and other physically heavy and ambulatory or

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disabled persons in to and out of the vehicle

Ability to obtain Defensive Driving Certificate

Knowledge of Oregon state and local motor vehicle laws and regulations.

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

Ability to maintain a safe atmosphere for clients during the transportation period.

Ability to judge distance accurately.

Average eye-foot-hand coordination and quick reflexes.

Average manual dexterity.

Ability to lift and push up to 75 pounds.

Demonstrated ability to work well with diverse groups of people from varying age groups and socioeconomic backgrounds.

Knowledge of vehicle operation and ability to drive a vehicle/bus, ensuring the safety of all passengers, in inclement weather conditions and temperature extremes.

Must be physically able to assist wheelchair passengers and other physically disabled passengers, such as those with walkers and crutches.

Must be able to drive longer than a 5 hour period.

Must be willing to attend mandatory trainings as well as submit to, pass, and maintain driving certification courses when offered.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- High School Diploma or Equivalent, **REQUIRED.** *(Diploma, GED or transcripts must be submitted with application.)*
- Must be 21 years of age, possess and maintain a valid Oregon Commercial Driver's License

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(CDL) Class "C" with a Passenger endorsement, (out of state applicants must receive ODL within 90 days of hire), PREFERRED. Must obtain CDL Class C within 90-days probationary period, may be extended to a maximum of 180 days, **REQUIRED**. Must have good driving record and be insurable by the Klamath Tribe's vehicle insurance policy, **REQUIRED**. *(Copy of valid CDL and CDL Medical Exam must be submitted with application).*

- Acquire and maintain CPR certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification, **REQUIRED**. Must be able to pass CDL Medical Exam and keep it current at all times, **REQUIRED**.
- Must successfully complete the on-line Defensive Driving Course within first month of hire and recertify every two years, **REQUIRED**.
- Must be able to operate vehicles in various types of inclement weather, **REQUIRED**.
- Must maintain strict confidentiality of all program and client information, **REQUIRED**.
- Must be reliable and capable of working independently and remain calm in emergency situations, **REQUIRED**.
- Must be able to lift push, pull and position heavy & disabled clients in and out of wheel chairs and/or assist ambulatory clients as required. Able to perform considerable reaching, stooping and bending, **REQUIRED**.
- Hearing and vision must be within normal range (corrected) to drive safely and to observe and communicate with clients, **REQUIRED**.
- Must be able to work a flexible schedule (position may require weekend, early morning, late evening or overnight transports) in order to meet client needs, **REQUIRED**.
- Must submit to and clear an alcohol/drug screen and random testing as per Klamath Tribal Policy as well as grant requirements, **REQUIRED**.
- Must submit to a background and character investigation every 3 years, as per Tribal policy and program contract. Following hire must immediately report to Human Resources any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters, **REQUIRED**.

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INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.