

**Valley AIDS Council d/b/a Westbrook Clinic  
Position Description**

Job Title: Transportation Driver (Harlingen / McAllen)  
FLSA Status: Non-Exempt  
Approved By: CEO/Executive Director  
Approval Date: 09/01/2019  
Department: Client Services  
Reports To: Director of Client Services/ Client Services Coordinator

**EMPLOYEE RISK FACTOR: I**

Performs tasks that involve exposure or potential exposure to blood, body fluids or body tissue, or other potentially contaminated materials.

**SUMMARY:**

The purpose of this position is to drive the minibus or van to transport clients to and from medical appointments and to perform various tasks including cleaning and maintaining of company facilities. They will work under the Facilities Manager to ensure the cleanliness of their site building, that there is no inconvenience to the people that work inside the building, and that the building remains a safe place to be.

**SUPERVISION RECEIVED/EXERCISED:**

Works under the general direction of the Client Services Coordinator

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Has a working understanding of HIV Disease
- Maintaining records of travel in agency van (i.e. date, beginning mileage, ending mileage, destinations, etc.).
- Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule.
- Assists disabled passengers into and out of vehicle.
- Operates radio, cell telephone or similar device to communicate with base station or other vehicles to report disruption of service.
- Provides backup telephone coverage for office between travel assignments.
- Prepares, completes, and submits monthly transportation report to supervisor.
- Reviews transportation courtesy forms, request forms, and scheduled transportation list on a daily basis.
- Must prepare individual daily transportation route per service area with flexibility to assist other areas as needed.
- Responsible for verifying that client continues to be eligible for transportation services before scheduling.
- Prepares, completes, and submits mileage report on a daily basis.
- Prepares, completes, and submits vehicle maintenance checklist on a daily basis.
- Ensures all fuel and maintenance receipts be returned into the accounting department on a daily basis.
- Participate in VAC special events.
- Maintain a flexible work schedule.
- Demonstrate flexibility, ability to perform multiple tasks, good problem solving and positive people skills.
- Attend all required meetings by Valley AIDS Council and/or by Supervisor.
- Must have Reliable transportation

- Current Texas Driver's License
- Clear driving record
- Ensuring a safe and risk preventative environment within OSHA regulations
- Daily sanitizing of vehicles to ensure COVID protocols.
- Maintain daily documentation (case note, service entry) into current data system.

**MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:**

High School graduate or GED and twelve months of related experience and/or training; or equivalent combination of education and experience. Previous experience in a medical setting and with the use and operation of a variety of cleaning equipment preferred.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

A responsible and mature individual with a passion for medicine. Working knowledge of Microsoft Office, specifically Outlook, Word & Excel.

Skill in operating the listed tools and equipment.

Ability to speak fluent English; ability to handwrite legibly; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**SPECIAL REQUIREMENTS/QUALIFICATIONS:**

State of Texas Class "C" Driver's License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Ability to communicate fluently in Spanish.

Flexibility to travel, if needed.

**EQUIPMENT USED:**

Variety of cleaning and maintenance equipment. Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

**PHYSICAL DEMANDS:**

A constitution to work under the rigors of delivering medical care. While performing the duties of this job, the employee is frequently required to drive, stand, walk, and clean for extended periods of time. The employee must occasionally lift and/or move up to 35 pounds.

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic's acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
HR Director Signature	Date
_____	_____
CEO/Executive Director Signature	Date