

LB Homes

Transportation Assistant (TA)

Department: Assisted Living, Hospice and Nursing Home

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Director of Care Site Services

Grade/Level:

Amount of Travel Required: 95%

Job Type:

Positions Supervised: None

Work Schedule:

Business hours (or later to accommodate return transports), on call as assigned and weekend or after hours events as scheduled.

POSITION SUMMARY

Drive LB Homes vans or buses to transport patients, residents, equipment and supplies.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Displays an attitude of customer service at all times.
- Works with site managers to develop and adjust transport routes and calendars to meet customer needs.
- Follows relevant safety regulations and state laws governing vehicle operation and ensure that passengers follow safety regulations.
- Strictly follows directions or manufacturer's guidelines to secure every passenger into vehicles.
- Tests vehicle equipment such as lights, brakes, horns, or windshield wipers, to ensure proper operation.
- Maneuvers wheelchairs or stretchers and provide passengers with assistance entering and exiting vehicles.
- Operates vehicles with specialized equipment, such as wheelchair lifts to transport and secure passengers with special needs.
- Loads equipment (i.e. beds, O2 concentrators, wheelchairs, etc.) into/out of vehicles and patient's homes and assembles/disassembles.
- Notifies environmental services of vehicle problems.

- Completes accident reports when necessary.
- Communicates with dispatchers by radio, telephone, or computer to exchange information and receive requests for passenger service.
- Picks up passengers at prearranged locations in a timely manner.
- Records name and date on trip sheets, along with trip information such as time and place of pickup and drop-off, and total fee if any.
- Performs routine vehicle maintenance such as regulating tire pressure and adding gasoline, oil, and water.
- Takes vehicles to mechanics for servicing as scheduled.
- Vacuums and clean interiors and wash exteriors of vehicles as needed.
- Performs errands for customers or employers, such as delivering or picking up mail and packages.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Judgment - The ability to formulate a sound decision using the available information.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: None

Computer Skills: Ability to access and utilize a computer schedule.

Certifications & Licenses:

Class C Minnesota Driver's License with no restrictions. Ability to obtain a Class B driver's license if directed. NA/R on registry

PHYSICAL DEMANDS**N (Not Applicable)**

Activity is not applicable to this position.

O (Occasionally)

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands**Lift/Carry**

Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	F	21-50 lbs	F
Manually Manipulate	F	51-100 lbs	O
Reach Outward	F	Over 100 lbs	O
Reach Above Shoulder	F		
Climb	O		
Crawl	O	12 lbs or less	F
Squat or Kneel	F	13-25 lbs	F
Bend	F	26-40 lbs	F
		41-100 lbs	O

Push/Pull**Other Physical Requirements**

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - spoken word, vehicle signals
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - gloves

WORK ENVIRONMENT

Within designated transportation and delivery vehicles, office spaces, patient rooms, apartments or homes and rider destinations.

Employee
Signature:

Date: _____

Supervisor
Signature:

Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.