
POSITION DESCRIPTION

Job Title:	Transportation Aide	Effective Date:	4/29/09
		Revised:	11/2016

Summary Description:

The Transportation aide provides assistance to the facility staff by providing transportation services for patients/residents residing in the facility. This job description may be used independently or as an addendum to the job description of the CNA position.

Essential Functions and Responsibilities:

1. Assists in transporting patients/residents as directed.
2. Escorts patients/residents from assigned rooms to and from vehicles and appointments as needed.
3. Drives facility vehicles to transport patients/residents to and from appointments.
4. Visually inspects the vehicle's condition prior to driving, before and after use and reports conditions and/or problems related to the transportation vehicle, such as: wheelchair tie-down and occupant restraint systems; tires; air-conditioning; heating; lights; and any other necessary operating vehicle related equipment. Such reports shall be made to the Maintenance Director of the facility.
5. Assists patients/residents with loading and unloading. Prior to operating the vehicle and/or transporting patients/residents, ensures that patients are secured appropriately within the vehicle in a manner consistent with available manufacturer's recommended guidelines.
6. Reports incidents/accidents and changes in the patient's/resident's condition to the resident's/patient's Charge Nurse immediately.
7. Safety concerns are identified and appropriate actions are taken to assure patient safety.
8. Reports requests, problems, complaints, of residents/patients, etc. to the specific resident/patient's Charge Nurse.
9. Ensures that patients'/residents' rights to fair and equitable treatment, self-determination, privacy, property and civil rights, including the right to wage complaints, are followed at all times.
10. Maintains confidentiality of all pertinent patient/resident health information to ensure patient/resident rights are protected.
11. Creates and maintains an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility and during transportation.

12. Follows established Standards of Practice concerning driver's safety and patient's/resident's safety when performing job duties.
13. Visits patients/residents to establish contact on a regular basis to assist the patient/resident in building relationships, stimulate communications, and to increase self-identity.
14. Follows established facility Standards of Care/Standards of Practice.
15. Promotes good public relations.
16. Participates in the overall quality assessment and improvement program activities.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Standard Responsibilities:

1. Supports the Facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
 - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
 - C. Compliance with all regulatory requirements.
 - D. Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
 - A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - B. Uses tactful, appropriate communications in sensitive and emotional situations.
 - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
 - D. Promotes positive public relations with patients, residents, family members and guests.
 - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

Employment Standards:

Education: Must have a high school diploma, vocational training, or equivalent. Nursing Assistant Certification (CNA) is preferred.

Experience: Prior experience transporting patient's/residents for a hospital or nursing home is preferred. Must be able to operate an automobile.

License: Must have a valid unencumbered driver's license in the state of operation (no motor vehicle violations including, but not limited to, Driving Under the Influence or other related charges). CDL license if required.

Working Conditions:

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing and pulling with or without accommodation. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date