



313 Jefferson Ave  
Toledo, OH 43604  
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## **VAN DRIVER FOR MILDRED BAYER HEALTH CLINIC**

*Reports to Director, Compliance and Patient Advocacy*

### **General Function:**

To transport patients/customers to and from transitional housing, homeless shelters and NHA clinic locations in a safe and professional manner. Candidates must possess the ability to demonstrate understanding and compassion for the general and specific needs of the passengers they transport.

Drivers will be responsible for: keeping the vehicles and the equipment cleaned and maintained, ensuring that the vehicle has all necessary supplies, completing appropriate forms and documents, collaborating with the clinic and shelter staff on the transportation schedule, and behavior that is compliant with the NHA SNAP Customer Service Program and personnel policies and procedures.

### **Duties and Responsibilities:**

- Maintains a daily log of driving activities.
- Collaborates with clinic and shelter staff on transportation schedule.
- Inspects the vehicle and oversees the regular maintenance of the vehicle which includes but is not limited to: oil changes, fueling, fluid levels.
- Conducts a vehicle safety inspection daily before van exits the parking lot.
- Maintains the vehicle in a clean and safe manner.
- Ensure that passengers are wearing required safety restraints ie. seat belts.
- Maintain a good rapport with passengers, shelter, transitional housing and clinic staff members.

### **Attendance:**

Regular, punctual, physical attendance at the worksite(s) is an essential function of this position as staff supervision cannot be performed remotely.

### **QUALIFICATIONS:**

- Must have and maintain a current and valid Ohio Driver License and proof of automobile insurance coverage
- Good driving record; must be able to be covered by NHA's commercial auto insurance policy.
- High School and/or GED
- Three (3) years experience driving a commercial vehicle.
- Must have general knowledge of daily vehicle maintenance.

- Must have and maintain current CPR certification
- Must display sensitivity and compassion for the homeless population.