



Job Title:	Transportation Lead
Reports To:	Facilities Supervisor
Department:	Facilities
FLSA Status:	Non-Exempt
Travel:	50%
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) Some weekend and non-traditional hours.

Job Summary

Transportation Lead will work closely with the Facilities Supervisor to create and launch BCI Patient Shuttle Program including but not limited to: Creating P&P's for scheduling patient transportation, defining and mitigating patient, staff and company safety and liability issues; Will supervise the Outreach Specialist Driver(s); Schedule and maintain records of fleet maintenance; upkeep fleet records; Collaborate with Clinical staff to ensure BCI is meeting the transportation needs of our patients to the best of our ability.

Reasonable Accommodation 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. Bay Clinic is an equal opportunity employer.

Essential Functions

- Assist with the creation of a Patient Shuttle Program to address the identified needs of our patients.
- Launch Shuttle Program on a small scale and monitor for improvements.
- Supervise the Outreach Specialist Driver in all their duties including but not limited to the scheduling and dispatching of daily routes, daily logging and maintenance of vehicles.
- Responsible for the Vehicle preventative and routine maintenance schedules and execution.

- Review supply or equipment requisitions needed for cleaning, stocking and maintaining company vehicles.
- Applies proper work safety guidelines and procedures in team performing daily activities and tasks.
- Promote and support the Patient Centered Medical Home (PCMH) primary care model.

- Reports to work as scheduled and on time and keeps supervisor informed as to changes in work schedule.
- Performs other duties as assigned.

Qualifications

- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Loyal - The trait of feeling a duty to the employer.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Reliability - The trait of being dependable and trustworthy.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Autonomy - Ability to work independently with minimal supervision.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

Skills & Abilities

Education:	High School Graduate or General Education Degree (GED): Required
Experience:	At least two years customer service experience, and two years vehicle maintenance experience.
Computer Skills:	Proficiency with Microsoft Office Suite
Other Requirements:	Must possess a valid CDL class B Hawaii Drivers License and Auto Insurance. Must be detail oriented, have the ability to work independently with minimum supervision, and the ability to organize workload to meet schedules and deadlines in a timely manner. Must provide satisfactory annual traffic abstract and pass random employee drug testing.

Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens, and hazardous materials.

Physical Requirements

Stand or sit for extended periods of time, do repetitive tasks with few breaks.

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

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. 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.*

Prepared By:	Human Resources
HR Approval:	
Date:	
Supervisor Approval:	
Date:	
Employee Acknowledgement:	
Date:	