

Driver

DEPARTMENT: Administration

POSITION SUMMARY

The purpose of the Driver is provide safe, reliable transportation for residents to medical appointments, required social errands, planned activities, and special events.

POSITION RESPONSIBILITIES INCLUDE:

- Pick up and drop off residents at predetermined times and locations.
- Maintain a record of residents who are dropped off and picked up to assure that the location of residents is known at all times.
- Provide to each resident using the transportation services a business card or other document detailing instructions and the number to call in the event their transportation requirements change.
- Communicate the van location with the Concierge/Receptionist by way of the cellular phone (only when the van is parked).
- Check with residents who are being dropped off for physician appointments to make sure they have a Physician Visit form to be completed by the MD. When picking up a resident from a medical appointment make sure the resident has the Physician Visit form completed.
- Maintain the vehicle in good operating condition. Notify the Maintenance Supervisor of any suspected needs for service.

QUALIFICATIONS

Current class C Driver's Licensed with clean DMV record. Must possess the ability to deal tactfully with customers including residents, family members, visitors, facility employees, government agencies/personnel and the general public.

The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.

The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.