

# Klamath Health Partnership

## Job Description and Responsibilities



### **Position: Driver**

**Status:** Non-Exempt  
**Reports to:** Patient Resource Supervisor  
**Location:** Klamath Open Door  
**Pay Range:**

The Driver is responsible for transporting patients to and from Klamath Open Door clinics and occasional transports to Medford and Bend. Driver is also responsible for the safety of the passengers while on the road.

#### **Key Responsibilities**

- Transports patients to and from Klamath Open Door clinics.
- Read and navigate a map.
- Maintain cleanliness of vehicle inside and out.
- Ability to safely operate a motor vehicle.
- Respect patients' rights to privacy and confidentiality.
- Perform other duties as assigned.

#### **Desired Knowledge, Skills, and Abilities:**

- Current and valid Oregon Driver's license, clean driving record with no more than one (1) moving violation during the last eighteen (18) months.
- Must have been in possession of a valid driver's license for the past six (6) years.
- At least twenty-five (25) years of age (for vehicle insurance purposes only).
- Ability to lift fifty (50) pounds.
- Must be able to pass a Background check and Drug Screen.
- Communicate effectively with a diverse patient population.
- Bilingual preferred but not required.

#### **Accommodations**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit and use hands to finger, handle or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

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### Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I am scheduled to work from 8:00 a.m. to 5:00 p.m., Monday through Friday. I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

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Employee Signature

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Date

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Human Resources Generalist

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Date