



<b>Job Title:</b>	NEMT Transportation Driver	<b>Job Category:</b>	Driving
<b>Location:</b>	Indiana	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$500 Per Week	<b>Position Type:</b>	Contract
<b>HR Contact:</b>	Admin@incaretrans.com	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>Applications Accepted By: EMAIL ONLY</b>			
<b>FAX OR EMAIL:</b>			
<b>EMAIL</b>			
Admin@incaretrans.com			
<b>Job Description</b>			
<p>NEMT drivers</p> <p>The major role of the driver is to ensure his/her passengers reaches their destination in a safe and timely manner. However, driving for INCare is a lot more than being a driver; INCare drivers are expected to be professional, well dressed, empathetic, respectful, humble and communicate well. Above all, our drivers are expected to care for the client from pick-up to drop-off. The NEMT driver will be punctual and will ensure the patients are safely strapped in their seatbelts, while ensuring a comfortable and enjoyable ride. At INCare we understand that the role of a driver can be hectic, which is why the position requires a high density of integrity, honesty, patience and care (I.H.P.C).</p> <p>Ultimately, you will help us increase customer satisfaction, making sure clients depend on us for their transportation needs. To be considered for this role, you should have a valid driver's license and a clean driving record with no traffic violations. Note that you don't need to have a car; we provide drivers with our own vehicles.</p> <p><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• BE PUNCTUAL</li> <li>• KNOW HOW TO OPERATE A WHEELCHAIR LIFT</li> <li>• DRIVE, PICK-UP AND DROP-OFF CLIENTS TO/FROM THEIR VARIOUS LOCATIONS</li> <li>• HAVE GREAT CUSTOMER/CLIENT SERVICE SKILLS</li> <li>• HELP CLIENTS INTO AND OUT OF INCARE VEHICLES</li> <li>• COMMUNICATE ALL HAPPENINGS, INCLUDING BUT NOT LIMITED TO INCIDENT REPORTS, ACCIDENTS, NO-SHOWS AND SAFETY ISSUES.</li> <li>• HELP PATIENTS IN AND OUT OF THE TRANSPORT VEHICLE, ESPECIALLY IF THEY ARE UNABLE TO. (WITHOUT ACTUAL LIFTING)</li> <li>• HELP CLIENTS GET TO THEIR DESTINATION, INCLUDING HELPING CLIENTS WHO CAN'T GET INTO THE DOCTOR'S OFFICE ON THEIR OWN</li> <li>• COMPETENT AT USING ANDROID AND/OR APPLE IOS PRODUCTS (ANDROID OR APPLE PHONES AND TABLETS)</li> <li>• TAKE A 2-DAY NON-EMERGENCY MEDICAL TRANSPORTATION DRIVING CLASS SPONSORED BY INCARE</li> <li>• RIDE-ALONG WITH AN EXPERIENCED DRIVER</li> <li>• USE AND FOLLOW DISPATCH SOFTWARE PROVIDED BY INCARE</li> <li>• FOLLOW AND ADHERE TO COMPANY RULES AND REGULATIONS</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p>			



- MUST HAVE A HIGH SCHOOL DIPLOMA OR GED
- VALID DRIVER’S LICENSE
- MUST POSSESS CLEAN DRIVING RECORD
- MUST POSSESS CLEAN CRIMINAL HISTORY
- CERTIFICATE FOR FIRST AID – A PLUS, BUT NOT REQUIRED (IF YOU DON’T HAVE A FIRST AID CERTIFICATE, INCARE WILL SEND YOU TO A TRAINING CLASS FREE OF CHARGE)
- CERTIFICATE TO PERFORM CARDIOPULMONARY RESUSCITATION (CPR) – A PLUS, BUT NOT REQUIRED (IF YOU DON’T HAVE A CPR, INCARE WILL SEND YOU TO A TRAINING CLASS FREE OF CHARGE)
- MUST KNOW HOW TO NAVIGATE ADDRESSES USING INTEGRATED GPS AND MAPS (MUST BE ABLE TO READ AND WRITE LEGIBLY)

**PREFERRED SKILLS**

- PROVEN EXPERIENCE AS A DRIVER
- EXCELLENT COMMUNICATOR
- A VALID DRIVER’S LICENSE
- A CLEAN DRIVING RECORD
- MINIMUM VISUAL ACUITY OF 20/50 (OR CORRECTED TO 20/50)
- FAMILIARITY WITH GPS DEVICES
- KNOWLEDGE OF AREA ROADS AND NEIGHBORHOODS
- ABILITY TO LIFT HEAVY PACKAGES AND LUGGAGE
- AVAILABILITY TO OCCASIONALLY TAKE WEEKEND AND NIGHT SHIFTS
- A POLITE AND PROFESSIONAL DISPOSITION
- ABILITY TO REMAIN CALM IN STRESSFUL DRIVING SITUATIONS (E.G. AT RUSH HOUR)
- A HIGH SCHOOL DIPLOMA
- EXCELLENT COMMUNICATOR, PATIENT, CARING AND POSSESS GREAT CUSTOMER SERVICE

**ADDITIONAL NOTES**

TRAINING WILL BE PROVIDED WHERE NEEDED.

**APPLICANT QUALIFICATIONS**

- HOW MANY YEARS OF DRIVING EXPERIENCE DO YOU HAVE?
- WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?
- DO YOU HAVE THE FOLLOWING LICENSE OR CERTIFICATION: DRIVER'S LICENSE?
- ARE YOU WILLING TO UNDERGO A BACKGROUND CHECK, IN ACCORDANCE WITH LOCAL LAW/REGULATIONS?

Reviewed By:	Yolanda Anuonyeh	Date:	11/11/2019
Approved By:	Jezz Anuonyeh	Date:	11/11/2019
Last Updated By:	Jezz Anuonyeh	Date/Time:	11/11/2019