

**DENTAL MOBILE CLINIC BUS DRIVER JOB DESCRIPTION**

The Southside Community Health Services (SCHS) Dental Mobile Clinic bus driver is responsible for maintaining a valid MN (class A CDL) driver’s license and required training to drive mobile clinic bus and must be able to successfully perform the essential functions of this position with or without reasonable accommodations. Travel to multiple facilities or work sites is necessary to perform important parts of this job. High school diploma or GED equivalent. At least 6 months large vehicle driving experience.

**Responsibilities / Functional Job Description Driver is responsible for the driving, set up, operations, upkeep and maintenance of mobile clinic.**

* Adhere to the assigned schedule for the mobile program and assure all travel arrangements are made in advance.
* Operate mobile clinic safely by adhering of all safety requirements: inspect mechanical, safety, and emergency equipment of tractor/trailer unit before, during and after trips and identify potential hazards, or recognize safety alarms.
* Maintain a working cell phone during all required work times.
* Assure all Department of Transportation requirements, including visible exterior vehicle sticker for annual inspection, are always met.
* Maintain records by retaining paperwork, electronic logs (e.g. hours of service log) and forms (e.g. forms required by the Department of Transportation, local, state and federal agencies)
* Coordinates monthly and ongoing maintenance and/or repairs with appropriate vendors, assuring quotes for service are received and approved by leadership prior to service being provided.
* Plan routes based on local and state traffic laws and local restrictions: follow routes according to information from maps, Google Maps and/or navigation system
* Upon destination arrival, performs all necessary setup duties to ensure van is patient accessible for services provided.
* Cleans the van after each patient day after returning van to night parking area.
* Professional respectful communication with supervisor, co-workers, patients and vendors
* Follows all SCHS policies and procedures
* Have access to personal vehicle; supply SCHS with proof of insurance if requested

**Knowledge:**

* Equipment contained on vehicles (electrical, plumbing and water, holding tanks, generator(s), handicap access, A/C & heating, leveling jack systems, etc.
* Computers (i.e. Word, Excel, Outlook)
* Operating office equipment (copy machine, phone, fax)
* Accuracy and attention to details

**Abilities:**

* Navigate large rig in heavy/congested traffic. Move through narrow, enclosed, or elevated spaces. As well as sloping, uneven or slippery surfaces
* Reach overhead and below the knees, including bending, twisting, pulling and stooping.
* Sit for extended periods of time.
* Maintain confidentiality of information, patient financial and medical information per HIPAA
* Exercise good judgement in appraising situations and making decisions
* Work and interact effectively and positively with other staff members to build and to enhance teamwork in the clinics and overall SCHS organization
* Understand and respond appropriately, effectively and sensitively to special population groups as defined by race, ethnicity, language, age, sex etc.

**I have read and agree to abide by the job duties indicated above.**

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**Name Signature Date**