

Mollie Driver / Coordinator

Position Description

Education:

High School Diploma /GED

Experience:

5 years of safe driving experience. 3 years of CDL experience. Customer Service, Driving in all types of weather.

Licensure:

Valid CDL driver's license for at least one year. CDL must have passenger endorsement.

Reports to:

Chair of Social Work

Purpose:

The Driver/Coordinator's primary responsibilities are to schedule, maintain, and drive the Mobile Outreach Learning Laboratory for Integrated Education.

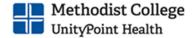
Responsibilities:

10% - Use and maintenance of UnityPoint Health motor vehicles:

- Maintains an acceptable motor vehicle record.
- Ensures the proper use and care of the vehicle in their possession.
- Tracks and schedules maintenance needs
- Follows established routes and protocols, always demonstrating all Rules of the Road and following all laws.
- Drives up to 350 miles in both urban and rural settings and in all types of weather conditions.
- Ensures vehicle is parked in designated areas at the end of the shift.
- Cleans the vehicle out completely including coolers/supplies/envelopes/trash daily.
- Parks vehicle with no less than ½ tank of fuel.

60% - Transportation of persons, supplies and equipment:

- Transports students and faculty, including supplies to designated places/areas.
 Sets up exterior and interior of vehicle to support outreach functions (awning, generators, etc.)
- Tracks necessary preventative maintenance and schedules with external vendors as necessary.
- Fills gas tank regulary as needed.



- Performs safety checks of vehicle before every transport.
- Follows all laws and rules.
- Communicates and works with faculty to schedule needed outreach activities.

10% Effectively communicates information and shares knowledge with peers, lead staff, coordinators and internal and external customers in a timely manner:

- Completes work within assigned times.
- Keeps abreast of changes by reading e-mail messages daily when scheduled to work and attending meetings.
- Responds to questions by internal or external customers, peers or coordinators.

10% Other job duties as required or as designated:

- Asks for assistance in completing work assignments when necessary.
- Follows up or refers problems and/or concerns to appropriate personnel in a timely manner.
- Contributes ideas for improving work processes.

Talk/Hear (communicate, detect, converse with, discern, convey, express

WORKING CONDITIONS AND PHYSICAL EFFORT:

oneself, exchange information)

Wet and/or Humid

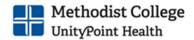
fluid and tissue. (OSHA Category)

Noise

 \times

\boxtimes	See (defect, determine, perceive, identify, recognize, judge, observe,	
inspect, estimate, assess)		
\boxtimes	Stand or Sit (stationary position)	
\boxtimes	Walk (move, traverse)	
\boxtimes	Use hands/fingers to handle or feel (operate, activate, use, prepare,	
insp	ect, place, detect, position)	
\boxtimes	Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)	
\boxtimes	Bend/Stoop/Kneel	
\boxtimes	Squat/Crouch/Crawl	
\boxtimes	Reaching/Twisting	
	Taste/Smell (detect, distinguish, determine)	
\boxtimes	Pushing/Pulling	
	Level 3; Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20	
pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.		

<u>Category I:</u> Duties performed routinely require exposure to blood, body



COMMUNICATION:

- Basic computer knowledge using word processing, spreadsheets, email and web browsers.
- Writes, reads, comprehends and speaks fluent English.
- Customer/patient focused.
- Critical thinking skills using independent judgment in making decisions.
- Use of usual and customary equipment used to perform essential functions of the position.
- Ability to concentrate
- Ability to be flexible & adjust to change
- Ability to work additional hours
- Ability to adapt to shift work
- Ability to work independently
 Exercises sound judgement, seeking advice when appropriate