

**INGHAM COUNTY  
JOB DESCRIPTION**

**TRANSPORTATION OFFICER**

**General Summary**

Under the general supervision of the Veterans Affairs Director, responsible for transporting veterans to and from VA Medical Centers. Directs patients to admitting rooms at various clinics and hospitals. Acts as liaison for Veterans Affairs Department to hospital staff and provides assistance to the veterans at the facilities.

**Essential Functions**

1. Operates a passenger van with wheelchair ramp to transport veterans needing medical care to VA Medical Centers in Ann Arbor and Detroit.
2. Makes house calls to pick-up disabled veterans, transports them to appropriate clinic, and assures their arrival at the scheduled time. Assists veterans on to and off of vehicle, includes pushing wheelchair up the van ramp, and securing wheelchair in safety restraint system in van.
3. Serves as an advocate for veterans, directing patients to admitting rooms at various clinics and hospitals, and handling various inquiries such as fee base requests, appointment changes, incorrect prescriptions, problems with prescriptions and other communications between the veteran and the VA Medical Centers.
4. Prior to departure from VA Medical Centers, locates veterans by checking clinics or communicating with social workers, doctors and nurses.
5. Maintains log of daily activities, including entering data on home pick-ups, miles traveled, and locations traveled to.
6. Picks-up and refills prescriptions and delivers to the homes of disabled veterans and veterans who are unable to come into office or travel to VA clinic.
7. Serves as liaison between Veterans Affairs Department and the VA Medical Center administrative staff in Ann Arbor and Detroit.
8. Makes occasional visits to disabled veterans home to examine equipment such as wheelchair and beds. May make minor adjustments to assure proper working order.
9. Maintains preventative maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspects equipment and supplies such as tires, lights, brakes, gas, oil and water and reports any problems to the Veterans Affairs Director.

10. May assist office personnel with routine clerical duties such as filing and operating office machines.

### **Other Functions**

11. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High School Diploma or its equivalent.

**Experience:** Some previous experience in transportation related job.

**Other Requirements:** Must possess a Michigan Driver's License with a B or P endorsement; and must possess and maintain an excellent driving record. CPR Certification required.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to support and/or assist veterans onto and from the vehicle.

Ability to push and/or pull clients in a wheelchair up or down a ramp to board or depart the vehicle.

Ability to sit for extended periods of time.

### **Working Conditions:**

Works outside in various weather and driving conditions.

Exposure to individuals with various emotional/mental problems.

Exposure to communicable diseases.