

Cherokee Elder Care

Job Title: Transportation Manager
Prepared: 12/29/2015, 03/15/2017, 05/08/2019
Revised: 08/06/2019
FLSA Classification: Exempt
Supervisor: Center Manager
Other: Safety Sensitive Position

Approval: Ernie Davis **Date:** 8-15-19

Job Summary

The **Transportation Manager** is responsible for overseeing and coordinating all transportation services provided by Cherokee Elder Care.

Essential Job Functions

- Develops, schedules and maintains transportation routes and driver assignments
- Assumes all job functions of a regularly scheduled driver
- Dispatches drivers and supervises daily activities of drivers
- Coordinates and schedules transportation for all outside appointments
- Maintains locator maps for all participants
- Prepares or reconciles monthly transportation expense report that includes outside vendor invoices and verification of vehicle maintenance.
- Reconciles fuel statements and receipts
- Maintains all transportation logs, fuel cards, maintenance and mileage records
- Oversees the required reporting for the Oklahoma 5310 Transportation Grant Program
- Maintains viable system of driver-ADHC communication
- Keeps all drivers updated on all current PACE policies and procedures for drivers
- Schedule both routine maintenance and expedites major repair work (and routine cleaning) to fleet vehicles to avoid disruption of transportation services
- Provides "on call" transportation assistance on a rotating schedule or as needed.
- Participates in the coordination of 24 hour care delivery.
- Provides or oversees new hire orientation and annual competency training
- Oversees the safe transportation of participants from varying locations throughout the day.
- Communicates proposed policy and procedure changes as they pertain to transportation.
- Participates in and presents information to the interdisciplinary team during meetings.
- Responds appropriately to the needs as identified by the Interdisciplinary Care Team.
- Collects and maintains necessary data in the electronic health records in order to generate reports as required by PACE model and Cherokee Elder Care.
- Maintains strict confidentiality of all participant information.
- Requires **occasional** use of personal vehicle for business purposes.
- All other duties assigned by the **Center Manager**.

Core Job Functions for All Staff

- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and supports the facilities policies, practices and procedures.
- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Participates on task groups and committees, including the Quality Improvement Program

Working Conditions/Physical Demands

The working conditions and 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.

Working conditions and physical demands include:

- Ability to walk, sit and stand for extended periods of time.
- Ability to access all areas of the facility throughout the work day.
- Ability to hear, talk, taste and smell.
- Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
- Ability to lift up to 50 lbs and move people/objects both short and long distances. (Staff are required to obtain assistance when attempting to lift or transfer objects over 50 lbs)
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work environment will fluctuate repeatedly throughout the day. Work is performed both indoors and outdoors in varying weather elements and occasionally inside of a vehicle.
- Working conditions can include exposure to odors, fumes, infections, dust, and dirt; which may be objectionable

Knowledge, Skills and Abilities

- Must have knowledge of service area (location of streets) and be familiar with the operation of handicap vans (including the maintenance of vans).
- Must have advanced written, oral and interpersonal skills including professional phone etiquette.
- Must have flexibility and personal integrity.
- Must have working knowledge of physical, psychosocial, behavioral and family needs of the elderly.
- Must have knowledge of community health, social service delivery systems and the aging provider network within the service area.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.

- Must have computer skills including 10 key, typing, scanning and emailing while utilizing electronic health records, Microsoft Excel, Outlook and Word.
- Must have experience utilizing office equipment including phone systems, photocopiers and fax machines.
- Must be detail and accuracy oriented and complete tasks in a timely manner.
- Must be a team player with leadership ability.
- Must attend continuing education courses as needed.

Required Education, Licensure, Experience & Health

Education:

- High School Diploma or GED.

Licensure:

- Current CPR certificate and first aid training.
- Current Driver's License.
- Current Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.
- A motor vehicle report (MVR) will be completed upon selection and then annually throughout employment. MVR must meet Cherokee Nation Risk Management driver eligibility criteria.

Experience:

- Must have 1 year of experience with a frail or elderly population.
- 1 year experience utilizing electronic health records (preferred)
- Must have 2 years' professional driving experience.
- Must have 2 years' experience in a supervisory role.
- Must have an accident free driving record with no moving violations within the last 2 years.
- 3 years of complex scheduling (preferred)

Employee Health:

- Must be cleared of all communicable diseases upon hire and subsequently throughout employment
- Must provide proof of immunizations upon hire and subsequently throughout employment

Acknowledgement:

I agree to abide by the philosophy, practices, and protocols of the PACE organization.

I have read the above *Transportation Manager* job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care's expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

Employee Signature

Date

HR Manager or other CEC representative

Date