

## ANNE GRADY CORPORATION

JOB CLASSIFICATION: Driver

DEPARTMENT: Transportation

TITLE OF POSITION: Medical Transportation Associate (MTA)

IMMEDIATE SUPERVISOR: Transportation Representative

NORMAL WORKING  
HOURS AND SCHEDULE: As Assigned

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1) High school graduate or GED required; 2) Ability to work with the public including individuals with Developmental Disabilities and the elderly; 3) Ability to cooperate with other personnel throughout the Corporation; 4) Successful completion of CPR/First Aid required; 5) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 6) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 7) Ability to lift 50 pounds; 8) Ability to perform various assignments; 9) Acceptable driving record required, no moving violations within the past year; 10) Five consecutive years licensed driving experience; 11) Successful completion of physician examination as required by Federal and State regulations; 12) Current valid Ohio Drivers License; 13) Ability to meet all requirements as defined by the Ohio Medical Transportation Board; 14) Must have high tolerance for open multiple voice conversations and audible radio transmissions; 15) Must have patience with telephone ringing noises and handling multiple phone calls; 16) The ability to obtain accurate information and maintaining all pertinent information is essential; 17) Proficient in the use of computer and digital radio equipment, windows XP or windows operating systems and Microsoft Office, and other computer software necessary to insure efficient operations of the department; 18) State Tested Nurse Assistant (STNA), Medical Assistant Certification and/or its equivalent preferred.

1. Responsible for driving Anne Grady Corporation vehicles which includes, but may not be limited to;
  - a. Transporting individuals to various Workshops and Day Programs within Northwest Ohio, on recreational outings, to and from work and school and other destinations as required.
  - b. Medical appointments
  - c. Runs errands for the department or Corporation as required.
2. Responsible for the safety of all individuals during transportation. Responsible for the operation of the lift and placing the individuals on and off the lift. Responsible for seeing that all individuals are strapped in with seat belts and wheelchairs are positioned properly in the vehicle and reports any unsafe condition.
3. Will serve under the direction of the Transportation Representative to provide customer services functions necessary in maintaining daily operations within the department including but not limited to;
  - a. Dispatching
  - b. Call management services
  - c. Customer/Client data management

**Cont. Job Description: Medical Transportation Associate (MTA)**

4. Responsibility for keeping accurate documentation of vehicle records and completes documentation on vehicles, billing, and individuals as required.
5. Required to maintain driving status and notify Human Resources immediately if you receive a violation.
6. Performs and assists in performing vehicle maintenance including bulbs, wipers, cleaning vehicles, and other vehicle maintenance as assigned.
7. Works and presents self positively and professionally to all departments, staff, volunteers, and members of the community.
8. Assist when necessary in working independently and/or with other corporation employees and volunteers in implementing programs, completing required program documentation, and providing direct support to individuals served within the corporation and clients for hire, including ICF, Supported Living, Discovery and Vocational Programs.
9. May be required to serve as a bus monitor on CTS buses transporting to Day Programs or other destinations as required.
10. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
11. Exemplifies corporation philosophy, follows policies and procedures and performs related duties as required.
12. Attends and participates in all required in-services, trainings, and meetings.
13. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.  
List totals only, if more than eight.

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Signature of Employee

Date

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Signature of Department Director

Date