



Job Description: Driver Technician

Effective: 1/01/2008

Revised: Original

Reports To Warehousing/Logistics Supervisor

Primary Responsibilities

Responsible for the delivery, set-up, and pick up of durable medical equipment, supplemental oxygen products, and supplies to homecare patients and long term care facilities.

Qualifications

- A. Education
 - 1. Graduate of an accredited high school with prior experience in the healthcare industry
- B. Licensing requirements
 - 1. Possess valid driver's license with exceptional driving record
- C. Physical requirements
 - 1. Be at least 21 years of age
 - 2. Must be able to read and speak English sufficiently
 - 3. Excellent physical condition
 - 4. Pass physical examination
 - 5. Pass drug screenings and remain drug free
 - 6. In an 8 hour day, may lift/ carry 75 lbs or more frequently
 - 7. In an average 8 hour day, may spend half the time walking/standing while loading or unloading the truck and half the time sitting while driving

Experience and Skills

- 1. Good organizational skills
- 2. Willing to function as a cooperative team member
- 3. Responsible and cooperative attitude
- 4. Must possess good people skills
- 5. Must be neat in person and habits
- 6. Must possess good written and verbal communications skills
- 7. Must have favorable background check as detailed in Employee Handbook
- 8. Must commit to adhering to company policy and procedures

Employee Benefits

Refer to Integra Employee Handbook

Orientation

1. Successfully complete orientation program within 90 days of hire.
2. Be knowledgeable of and responsible for the current company policies and procedures as they relate to the job description. Gain knowledge via training by qualified staff members, continuing education/in service, off site training and the Employee Handbook. Competence in company policies and procedures will be certified in writing.

Additional Responsibilities

1. Maintain Performance Improvement Standards as defined in the company's Performance Improvement Plan.
2. Provides patient orientation, instructing on the proper use of equipment, when applicable.
3. Has knowledge of and adheres to procedures relating to infection control, ie., cleaning procedures, contaminated supplies, personal protective equipment, and universal precautions.
4. Must have good personal grooming and hygiene.
5. Must wear a neat, clean uniform, steel-toed shoes, and a back support belt for lifting.
6. Ensure confidentiality of patients' records including medical information.
7. Assist in training of other Driver Technicians
8. Perform other duties as requested
9. At the direction of the company, repair any damages incurred on a company-owned or rented vehicle, if such vehicle was under the control of the Driver Technician

Work Schedule

- A. Work Week

Position typically requires 40 to 45 hours per week commitment.

Probation Period for All Employees

- A. A 30 day job review must be completed with favorable results for an employee to be retained.
- B. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor or the company.

RECEIPT OF JOB DESCRIPTION

I have received and reviewed my job description and have been informed of wages and benefits.

I also have been provided or am aware of how to access Employee Handbook of Integra Healthcare Equipment LLC. I understand that if I fail to comply with any of the job responsibilities set forth in this Job Description, I will be considered to have violated company rules and I will be subject to disciplinary action, up to and including termination of employment.

Employee Signature Date

Supervisor Date

Document comparison done by Workshare DeltaView on Thursday, February 26, 2009
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