

## **Position: Patient Transportation Driver**

### **POSITION SUMMARY**

The Patient Transportation Driver is responsible for safely transporting HMS patients and clients to scheduled medical, behavioral health, and dental appointments throughout the HMS service areas. Some clients may require assistance from the Patient Transportation Driver. The Patient Transportation Driver ensures patients receive transportation services and documents all rides provided.

### **POSITION ACCOUNTABILITIES**

Duties include, but are not limited to:

1. Transporting patients to and from appointments within the HMS network in Grant and Hidalgo Counties.
2. Following a transportation schedule to coincide with the appointment schedules of HMS patients, ensuring timely transport.
3. Assisting patients with disabilities to ensure safe delivery and return from appointments.
4. Maintaining the transportation units in a clean and safe state and document a daily vehicle log.
5. Maintaining a log of every ride provided and complete documentation in the patient electronic medical records.
6. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. High School diploma or equivalent.
2. Valid New Mexico Driver's License with a clean driving record.
3. Must be able to be insured by the HMS insurance carrier.
4. Current BLS certification required
5. Ability to pass a Department of Transportation physical exam and obtain a Medical Examiner's Certificate

### **JOB REQUIREMENTS**

1. Strong Communication skills and empathy are essential.
2. Completion of Certified Transport Specialist, Advanced Mobility Device Securement, and Defensive Driver trainings (provided upon hire)

### **TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or Dropped off or mailed: 1105 N. Pope St. Ste. C, Silver City, NM 88061 Or 530 De Moss Street, Lordsburg, NM 88045 For more information call 575-247-6036



