

“On-Call” Transport Drivers

Provide safe transportation the “Right Accord Way” to disabled or handicapped clients from facilities or place of residence and ensuring each client and family will have the “Right Accord Experience”. Promote Right Accord to referral sources and actively generate leads for the company.

Right Accord is always looking for drivers available for “On-Call”. If you are seriously interested in being added to our pool of drivers, please download, complete the application form and enter “On-Call Driver” against Job applied for.

Duties

1. Be responsible for receiving communication regarding clients for transportation as scheduled by the office staff. At no time will the driver attempt to pick up a client without prior notice.
2. Be responsible for using time effectively to maximize the amount transport requests effectively.
3. Be responsible for filling out necessary client information on the Transport Request Form, including payer information if receiving transport request outside of office hours.
4. Be responsible for handling payments from transported clients by returning to the office immediately.
5. Be responsible for returning calls to the office as soon as able preferably within the hour to ensure timely communication.
6. Be responsible for observing infection control practices when transporting clients and maintaining the cleanliness of vans, wheelchairs, stretchers, and other equipment in the van. Responsible for maintaining the integrity of the van at all times to ensure safety.
7. Be responsible for observing and maintaining safety while driving and transporting clients at all times. Client must be transported inside the facility or doctor’s office and must never be left in the curve or parking lot.
8. Responsible for reporting any incidents immediately and document details as set out in the employee handbook.

How the “On-Call” system works

9. The “On-Call Transport Driver” will be contacted during the times as documented on your availability sheet. It is the choice of the driver as to whether he/she wishes to accept the transport request.
10. The Transport Driver must be available for collecting the patient within **1 hour** of the required pick up time.
11. The Transport Driver will collect the van and key from the office and drop it back at the end of the working shift.
12. The Transport Driver will drive to and from the office by use of your own transport and use the van **ONLY** during patient transport.
13. The Transport Driver is responsible for keeping the vehicle clean and tidy before and after each transport. All equipment should be wiped down with sterile wipes **BEFORE** each use.
14. The Transport Driver is responsible for completing the mileage log sheet up to date for each transport made.
15. The Transport Driver must complete the Time Log Sheet for each working shift and **MUST** submit by fax, email or by hand to this office before each **Monday at 12 noon**. Payment will be deposited to your bank account for withdrawal every Friday.
16. Payment for each transport shift will be **33%** of the trip rate regardless of the duration of the transporting time.

Requirements

- Possess a valid driver's license and have no disqualifications – a license check will be performed.
- No disqualifying criminal record – a background check will be performed.
- Current picture ID, ie Florida drivers license
- Social Security Card to verify work authorization.
- Ability to read, write, speak and understand English as needed for the job.

If you are interested in a health career, please visit **Right Accord Training Center** for a list of courses provided http://rightaccordtrainingcenter.com/?page_id=471