UNIVERSITY OF SOUTHERN CALIFORNIA

Transportation Coordinator/Driver

Job Code: 149009

Grade: F
OT Eligible: Yes
Comp Approval: 11/2/2011

JOB SUMMARY:
Coordinates and prioritizes transportation for patients from and to residence and a clinic for appointments on a daily basis. Plans and maintains routes and schedules. Transports patients from and to residence and a clinic for appointments. Arranges other means of transportation, such as taxi rides, when needed. Delivers documents, reports, and correspondence to offices on and off university campuses and delivers prescription drugs to patients, as needed. Delivers specimens from clinic to designated laboratories, as requested. Travels on foot or uses authorized vehicle.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Coordinates and prioritizes transportation for patients from and to residence and clinics for appointments on a daily basis. Plans and maintains routes and schedules. Arranges other means of transportation, such as taxi, public transportation and/or Access Services (Los Angeles County Consolidated Transportation Services Agency), when needed.  

Drives patients from and to residence and a clinic for appointments on a daily basis using designated transporting vehicle. Maintains a log of transportation pick-ups and drop offs.

Delivers specimens to designated laboratories such as University, Los Angeles County and outside laboratories.

Delivers administrative documents to university departments and county departments. Handles deliveries and pick-ups which vary in nature from highly confidential documents to time-sensitive correspondence. Maintains receipts for items delivered. Maintains logs or records of deliveries.

Reviews and reconciles taxi vouchers and meter receipts on a monthly basis.

Delivers prescription drugs to patients, as needed.

Conducts daily pre and post trip vehicle safety inspections. Reports to supervisor any mechanical problems encountered with vehicle and/or unsafe conditions or hazards in vehicle.

Notifies appropriate personnel in the event of an emergency, delays, accidents or other transportation situations. Maintains complete and accurate records of all safety-related incidents. Reports moving violations, license suspensions and driving-related arrests to supervisor.

Maintains knowledge of and compliance with all state, federal and local driving rules and regulations as well as all university policies and procedures.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

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<th>Essential</th>
<th>Yes</th>
<th>No</th>
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In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- High school or equivalent

Minimum Experience:
- 2 years

Minimum Field of Expertise:
- Must possess valid California drivers’ license. Demonstrated communication and interpersonal skills. Ability to handle confidential and sensitive documents in a responsible manner.

Preferred Education:
- Associate’s degree

Preferred Experience:
- 3 years

Skills: Administrative:
- Communicate with others to gather information
- Customer service
- Interpersonal skills
- Maintain logs
- Maintain records
- Understand and apply policies and procedures

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
- May oversee student, temporary and/or resource workers.

Comments:
Driving record must show no drug or alcohol conviction while driving in the previous five years. Drug screening required prior to employment and random test thereafter. Driving record must show no moving violations in the previous 12 months. Must attend and successfully complete a four-hour National Safety Council defensive driving course given either by the USC Department of Public Safety or by the USC Office of Transportation within 90 days after being hire or assigned as a driver. Employees driving passenger vans should undergo special driver safety training specifically designed for this type of vehicle.

SIGNATURES:

Employee: ________________________________  Date: ________________________________

Supervisor: ________________________________  Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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