



**URBAN INDIAN CENTER OF SALT LAKE**

120 West 1300 South  
 Salt Lake City, Utah 84115  
 Phone: (801) 486-4877  
 Fax: (801) 486-9943  
 www.uicsl.org

**POSITION DESCRIPTION: TRANSPORTATION DRIVER**

Division:	Administrative Services	Supervisor:	Transportation Manager
Job Code:	DAS – 021	Classification:	FT, Non-Exempt
Wage Scale:	NE-07 (\$19.99 to \$27.25)	Effective Date:	01/01/2025
Hours/week:	40+ some nights/weekends	Last Revised:	N/A

**PROGRAM PURPOSE**

*The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.*

**UNIFORM PERFORMANCE EXPECTATIONS**

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver’s license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

**POSITION SUMMARY**

The Transportation Driver is a crucial part of the Urban Indian Center of Salt Lake (UICSL) team, dedicated to ensuring the safe, reliable, and efficient transportation of patients, staff, and supplies. This role involves driving UICSL vehicles to facilitate patient access to healthcare services, ensuring that all passengers experience a high standard of comfort, professionalism, and safety. The Transportation Driver must adhere to all traffic laws, vehicle maintenance schedules, and regulatory requirements, including those set by the Accreditation Association for Ambulatory Health Care (AAAHC). In addition to transport duties, the position also plays a key role in supporting community outreach activities, which may include transporting participants to and from events or distributing supplies within the community. This role supports the UICSL mission by fostering strong community connections and promoting accessible healthcare services.



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
 Salt Lake City, Utah 84115  
 Phone: (801) 486-4877  
 Fax: (801) 486-9943  
 www.uicsl.org

---

### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

---

#### **Patient Transportation:**

- Safely transport patients to and from the health center, other medical facilities, and community events, ensuring adherence to all traffic laws and AAAHC standards for patient safety and rights.
- Provide non-emergency medical transportation (NEMT) services tailored to the specific needs of the Urban Indian community, accommodating patients for regular check-ups, follow-up visits, dialysis, physical therapy, and other medical appointments.
- Assist patients with boarding and exiting the vehicle, particularly those with mobility challenges, disabilities, or those requiring additional care, ensuring their safety, comfort, and dignity at all times.
- Foster trust and rapport with patients by maintaining a respectful, empathetic, and culturally sensitive demeanor, reflecting the values and traditions of the Urban Indian community.
- Ensure effective communication with patients, caregivers, and healthcare providers, using culturally appropriate language and practices to enhance the transportation experience.
- Maintain awareness of patient confidentiality and privacy rights in accordance with HIPAA, and AAAHC standards, ensuring all interactions are handled with discretion and respect.

#### **Vehicle Operation and Maintenance:**

- Conduct thorough daily vehicle inspections, including checking fluid levels, tire pressure, brakes, and safety equipment, to ensure the vehicle remains in a safe and reliable condition.
- Immediately report any maintenance or safety concerns to the Transportation Manager and assist in coordinating timely repairs or services to minimize downtime and ensure patient transport services are uninterrupted.
- Ensure vehicles are consistently clean, sanitized, and presentable, adhering to stringent infection control protocols and AAAHC standards, with special consideration for patients with compromised immune systems or other health vulnerabilities.
- Stock vehicles with necessary medical supplies and equipment, including first aid kits, emergency response tools, mobility aids, and culturally specific items, such as blankets or comfort items that align with patient needs and preferences.

#### **Documentation and Compliance:**

- Complete and maintain comprehensive transportation logs, detailing mileage, fuel usage, trip specifics, patient information (while respecting confidentiality), and any incidents or accidents, in compliance with AAAHC and organizational policies.
- Ensure compliance with all relevant regulatory requirements, including AAAHC standards, HIPAA, ADA (Americans with Disabilities Act), and state and federal traffic laws, with an emphasis on patient safety, rights, and equitable access to services.
- Participate in ongoing training sessions on defensive driving, patient handling, cultural sensitivity, emergency response, infection control, and AAAHC standards to maintain competence and ensure continuous compliance.
- Collaborate with healthcare providers, social workers, and community liaisons to understand patient needs, transportation barriers, and to develop solutions that enhance access to care.

#### **Support for Community Outreach:**



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
[www.uicsl.org](http://www.uicsl.org)

- Provide transportation services to support community outreach activities, such as health fairs, wellness screenings, educational workshops, cultural events, and other programs aimed at promoting health and wellness within the Urban Indian community.
- Assist in the logistical planning and coordination of transportation for staff, volunteers, supplies, and equipment to community events, ensuring timely and safe transport that aligns with the organization's mission and community engagement goals.
- Engage with community members during outreach activities, offering information about NEMT services, healthcare access, and other resources available through the organization, fostering trust and building relationships.

### **Emergency Response:**

- Act as a first responder in the event of a medical or transportation emergency, following established protocols to ensure the safety, well-being, and cultural considerations of all passengers.
- Communicate efficiently with dispatch, the Transportation Manager, emergency services, and healthcare providers during emergencies to coordinate appropriate response actions, including culturally sensitive support when needed.
- Participate actively in UICSL committees, emergency preparedness drills, and other activities that enhance organizational readiness for medical or transportation emergencies.

### **Other Duties:**

- Assist with special projects or tasks that fall outside the typical scope of transportation services but contribute to the overall efficiency and effectiveness of the DAS team and the organization, such as event setup, administrative support, or community engagement activities.
- Participate in fundraising events, public relations activities, and promotional campaigns to support the organization's visibility and outreach efforts, aligning transportation resources to facilitate successful execution.
- Take on other tasks and responsibilities as assigned by the Transportation Manager or other leadership, demonstrating flexibility, teamwork, and a commitment to the organization's mission and values.



**URBAN INDIAN CENTER OF SALT LAKE**

120 West 1300 South  
 Salt Lake City, Utah 84115  
 Phone: (801) 486-4877  
 Fax: (801) 486-9943  
 www.uicsl.org

**MINIMUM QUALIFICATIONS**

<b>Education:</b> <input type="checkbox"/>	High School diploma or equivalent.
<b>Experience:</b> <input type="checkbox"/>	1-2 years of experience in professional driving, preferably in healthcare or patient transport.
<b>Certifications/Licensure:</b> <input type="checkbox"/>	CPR and First Aid Certification (able to obtain after employment).
<b>Other:</b> <input type="checkbox"/>	a) Must pass a mandatory criminal background check. b) Valid driver's license with a clean driving record. c) Knowledge of AAAHC, HIPAA, and other relevant healthcare regulations related to patient transport. d) Ability to operate a vehicle safely and responsibly, with a focus on patient safety and comfort.

**PREFERRED QUALIFICATIONS**

<b>Education:</b> <input type="checkbox"/>	An associate degree or equivalent
<b>Experience:</b> <input type="checkbox"/>	a) 1-2 years of experience in professional driving, preferably in healthcare or patient transport. b) Experience in a healthcare setting, particularly in patient transport.
<b>Certification/Licensure:</b> <input type="checkbox"/>	Defensive driving certification or training.
<b>Other:</b> <input type="checkbox"/>	Experience working in an I/T/U healthcare facility

**KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)**

<input type="checkbox"/>	Knowledge of traffic laws, regulations, and safe driving practices.
<input type="checkbox"/>	Knowledge of AAAHC standards, HIPAA, and healthcare-related transportation regulations.
<input type="checkbox"/>	Knowledge of basic vehicle maintenance and safety inspection procedures.
<input type="checkbox"/>	Ability to safely transport patients, staff, and supplies while ensuring compliance with traffic laws and organizational policies.
<input type="checkbox"/>	Ability to Provide excellent customer service, demonstrating patience, empathy, and professionalism.
<input type="checkbox"/>	Ability to Perform routine vehicle checks and basic maintenance tasks to ensure vehicle safety.
<input type="checkbox"/>	Ability to Communicate effectively with patients, staff, and emergency services, particularly in high-stress or emergency situations.
<input type="checkbox"/>	Ability to Adapt to changing schedules and demands, maintaining flexibility and reliability.
<input type="checkbox"/>	Demonstrates Strong commitment to patient safety, rights, and confidentiality.
<input type="checkbox"/>	Demonstrates Cultural sensitivity and competence when interacting with diverse populations, including Native American communities.
<input type="checkbox"/>	Demonstrates Punctuality, dependability, and a strong work ethic.
<input type="checkbox"/>	Demonstrate Attention to detail in documentation and compliance with organizational standards.
<input type="checkbox"/>	Demonstrates A calm and composed demeanor under pressure, particularly in emergency situations.

**URBAN INDIAN CENTER OF SALT LAKE**

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
[www.uicsl.org](http://www.uicsl.org)

---

**WORK ENVIRONMENT**

---

The work environment involves a combination of indoor and outdoor settings, with exposure to varying weather conditions and noise levels ranging from low to moderate. This role may occasionally require overnight travel and involves working in a healthcare facility where there are inherent health risks, such as exposure to infectious diseases or hazardous materials. UICSL provides necessary training and personal protective equipment (PPE) to ensure safety and compliance with health standards, requiring adaptability and flexibility to respond to diverse working conditions while maintaining the organization's commitment to safety and quality patient care.

---

**PHYSICAL DEMANDS**

---

The physical demands for the Transportation Driver include frequent standing, walking, sitting, bending, and twisting, as well as extended periods of driving. The driver must assist patients of all sizes, including those with higher body weights or limited mobility, in and out of vehicles using proper techniques and equipment to ensure safety. The role requires specific vision abilities and clear communication skills to maintain safety and quality service during transport.

---

**MENTAL DEMANDS**

---

The workload is dynamic, balancing technical vehicle operation and patient safety with broader objectives like patient care and community outreach. The driver works independently, making quick decisions and handling unexpected situations, while effectively multitasking in potentially stressful conditions, such as traffic navigation and patient needs. High emotional balance and professionalism are essential for interacting with patients, staff, and the community in sensitive or challenging situations.

***Disclaimer:*** *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*




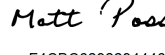
**URBAN INDIAN CENTER OF SALT LAKE**

120 West 1300 South  
 Salt Lake City, Utah 84115  
 Phone: (801) 486-4877  
 Fax: (801) 486-9943  
 www.uicsl.org

**Indian Preference Statement:** *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

*To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.*

*When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statues mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).*

<b>REVIEWED BY HUMAN RESOURCES:</b>	DocuSigned by:  19FD410CE6F6499...	<b>APPROVED BY EXECUTIVE DIRECTOR:</b>	DocuSigned by:  F4CBC6292294446...
<b>PRESENTED TO BOARD OF DIRECTORS</b>	<b>December 18, 2024</b>	<b>NEXT REVIEW DATE:</b>	<b>September of 2027</b>



**URBAN INDIAN CENTER OF SALT LAKE**

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
www.uicsl.org

---

**EMPLOYEE ACKNOWLEDGEMENT**

---

I have reviewed and been provided with the content of the **Transportation Driver** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

**Describe any accommodation required to perform these functions:**

**Employee Name (Print)**

**Employee Signature:**

**Date:**