



## Transportation Coordinator/Driver Job Description

### JOB INFORMATION

<i>Job Code:</i>	149009
<i>Job Title:</i>	Transportation Coordinator/Driver
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Mail/Messenger Services
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	7 Individual Contributor

### 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 QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated communication and interpersonal skills.
X		Ability to handle confidential and sensitive documents in a responsible manner.

## Licenses

Req	Pref	License(s)
X		California Drivers' License

## Other Job Factors

- 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 hired or assigned as a driver.
- Employees driving passenger vans should undergo special driver safety training specifically designed for this type of vehicle.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.