

UW HEALTH JOB DESCRIPTION

DRIVER

Job Code: 410020	FLSA Status: Non-Exempt	Mgt. Approval: L. Bote	Date: February 2021
Department: Facilities & Engineering, The American Center, Pharmacy		HR Approval: S. Whitlock	Date: February 2021

JOB SUMMARY

The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees and departments. A wide variety of both internal and external relationships are involved in carrying out the duties of this position. The Driver provides scheduled and unscheduled parcel pickup and delivery of a wide variety of items and packages, as well as personnel transportation service and when assigned, drive for the Regional Services Physician Transportation Program. Under the direction of the assigned Supervisor, the Driver is responsible for providing exceptional customer service to all patients, staff, visitors, and all others with whom he/she interacts.

MAJOR RESPONSIBILITIES

Driver may or may not have set routes to perform duties and may be assigned to the Regional Services Program

Responsibilities include, but not limited to:

- Operates a variety of motor vehicles primarily to pick up and deliver supplies, pharmaceuticals, labs, medical equipment, medical records, mail, linen, furniture, and various equipment to and from UW Health and non-UW Health locations. Also, may pick up medical supplies at other various locations.
- Loads and unloads items for delivery.
- Collect, deliver, sort and distribute USPS mail as well as UW Health intra-departmental mail to various locations.
- Delivering medications to patient homes.
- Collecting payment from patients.
- Performs vehicle safety inspection, monitors oil, fuel and performs daily inspections using appropriate forms.
- Reports all accidents immediately according to proper procedure.
- Transports staff by approved shuttle vehicle.
- Complete appropriate paperwork for work completed and documents for items that are stored.
- Assists with UW Health Snow Emergency protocol as needed.
- Assists with Special Events for UW Health Enterprise when requested.
- Assist in dropping off and picking up vehicles needing repair or that have been repaired.
- Assist in UW Health projects such as moving office furniture and supplies.
- Assist with special projects for UW Health Enterprise.
- Additional detailed guidelines will be provided by the assigned Supervisor for this position.
- Specific job duties such as, but not limited to: Loading and unloading of food products, placement and rotation of food deliveries, inventory of products, production of daily requisition sheets, loading, unloading and cleaning of Cambros, taking and monitoring temperatures of food products as needed, breaking down and proper disposal or recycling for trash and cardboard.
- Under the direction of the Regional Services Coordinator, the Driver operates a motor vehicle primarily for picking up and dropping off Physicians and other medical staff at Regional Service Location(s) that includes Wisconsin and Illinois.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	
	Preferred	High School diploma or equivalent.
Work Experience	Minimum	
	Preferred	Experience in delivery setting involving multiple locations.
Licenses & Certifications	Minimum	Valid Wisconsin Driver's License.
	Preferred	Serv Safe certification.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Must be 21 years of age to drive a UW Health Fleet Vehicle. • Ability to be insured and bonded by UW Health's Risk Management insurer, which requires (1) a valid Wisconsin driver's license and (2) successfully passing a driver's background check.

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- Ability to pass required precautionary training for transporting sensitive cargo (e.g., labs, pharmaceuticals, etc.)
- Ability to work as a team member.
- Ability to learn transportation routes using verbal and written instructions.
- Knowledge of computer based programs such as Microsoft Office.
- Possess a thorough knowledge of traffic regulations.
- Possess a thorough knowledge of safety precautions to be followed while operating a motor vehicle.
- Knowledge of safe lifting methods.
- Ability to operate a vehicle efficiently and safely.
- Ability to follow written and oral instructions.
- Demonstrated customer service skills.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
X Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.