



Mercy Medical Center

VOLUNTEER POSITION DESCRIPTION

GOLF CART TRANSPORTATION

Mission Statement

Must have a strong belief in Mercy's Mission and Core Values; demonstrate respect and compliance with Mercy's Patient Rights Statement.

Summary

Under the direction of Volunteer Services, the Driver is responsible for safely transporting patients and family members on the Mercy Medical Center campus. Responsible for picking up and transporting labs from the Community Cancer Center and Outpatient Lab to the hospital lab.

Principal Duties & Responsibilities

It is the responsibility of all employees to accept, read, and follow the initiatives of CHI Mercy Health as outlined in the publication *Ethics at Work*. Corporate Compliance is the duty and responsibility of everyone employed by CHI Mercy Health and its related organizations.

- * Promotes a strong belief in Mercy's Mission and has respect for and compliance with Mercy's Patient Rights Statement.
- * Demonstrates behavior consistent with Mercy's Core Values: **Reverence, Integrity, Compassion, and Excellence.**
- * Exhibits the ability to make effective decisions based on verifiable and measurable data/criteria.
- * Promotes positive customer relations with internal and external customers.
- * Demonstrates respect and sensitivity to cultural/social differences in interactions with others.
- * Completes assigned tasks in a timely manner.
- * Demonstrates initiative and problem solving skill, using sound judgment.
- * Assumes additional responsibilities as needed, with little or no direction, shows initiative in assisting others within the department.
- * Responsible for safely transporting passengers to and from locations on the Mercy Medical Center campus.
- * Responsible for picking up and transporting labs from the Community Cancer Center and Outpatient Lab to the hospital lab.
- * Ensures the safety of all passengers traveling in the vehicle (seat belts, etc.)
- * Follows the rules of the road at all times.
- * Checks general drive-ability of vehicle (lights, tires, body condition, fluid levels) and notifies Director of Volunteer Services of problems in a timely manner.
- * Keeps vehicle clean inside and outside.
- * Parks vehicle appropriately.

- * Maintains a working knowledge of safe driving practices and laws and constantly strives to maintain the integrity of such issues, including the special guidelines for Golf Cart safety.

(* denotes essential function)

Qualifications

Must possess a valid Oregon Drivers License. Must immediately notify Director of Volunteer Services if and when their driver's license is suspended or revoked. Driving record is **clear of**:

- any chargeable accidents involving negligence within the previous 36 months,
- more than 2 moving violations in the previous 12 months,
- more than 4 moving violations in the previous 36 months, or
- any conviction for felony or D.W./D.U.I.

Must demonstrate ability to use cell phones.

Physical Requirements

Standing 0% of the time; walking 25% of the time; sitting 75% of the time; lifting and carrying 50% of the time, and able to carry up to 5 pounds. Pushing/pulling 5% of the time; bending, stooping, twisting 2% of the time; reaching and handling 3% of the time. Climbing stairs 0% of the time (Elevator available).

Hearing: within normal limits with or without use of corrective hearing devices, vision: adequate to read 12-point type with or without use of corrective lenses. Must be able to verbally interact with staff, clients and public. Manual dexterity of hands/fingers for writing, computer input.