

**NORTHEAST MONTANA HEALTH SERVICES**  
**JOB DESCRIPTION**  
**AMBULANCE DRIVER**

**NAME:** \_\_\_\_\_

**ACCOUNTABLE TO:** **DIRECTOR OF AMBULANCE SERVICES**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of your job description is to drive the Ambulance and to assist with lifting/loading of patients.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

**WORKING CONDITIONS**

1. Is subject to Sitting, standing, and bending intermittently throughout the day.
2. Is subject to frequent interruptions.
3. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
4. Is subject to infectious diseases and hazardous waste.
5. Is subject to falls, odors, etc. throughout the day.
6. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
7. Communicates with Medical Staff, Personnel and other Department Managers.

**ESSENTIAL EDUCATIONAL REQUIREMENTS**

1. Must have current Drivers License.

**ESSENTIAL JOB FUNCTIONS**

1. Must be able to work flexible hours.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of this position.

4. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patient, family members, physicians and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate and work with the ill, disabled, elderly, emotionally upset, and at times hospital people within the facility.
8. Must be able to lift a minimum of 50 pounds.
9. Must display ability to maintain absolute confidentiality at all times.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for maintenance of emergency vehicles.
  - a. Initiate work requisitions for vehicle maintenance.
  - b. Ensure that ambulance is in top working condition at all times.
2. Responsible for driving specially equipped emergency vehicles to specified locations while maintaining communication with dispatcher at all times.
  - a. Abides by Ambulance Policies and Procedures while operating emergency vehicles.
  - b. Ensures open communications with dispatcher at all times.
3. Responsible for ensuring adequate inventory of and cleanliness of equipment in field packs, treatment rooms, and ambulances.
  - a. Complete vehicle check list after each shift.
  - b. Inform Director of equipment needing repair.
4. Responsible for the safety and well being of the patient, co-workers, pedestrians and other drivers at all times.
  - a. Take necessary measures to ensure safety.
  - b. Operate within guidelines established by Northeast Montana Health Services, State and Federal Regulations.
  - c. Take all necessary measures to minimize risk of injury to patient as well as all

hospital personnel.

5. Responsible for answering telephone and radio communication equipment.
  - a. Complete flight/ground regional dispatched under direction of RN.
  - b. Maintain clear and accurate communications with flight crew at all times.
6. Responsible to abide by all Policies of Northeast Montana Health Services.
  - a. All Cooperate Compliance.
  - b. All Ambulance Policies.
  - c. All Personnel Policies.
  - d. All OSHA Regulations.
  - e. All Corporate Compliance
  - f. All HIPAA
  - g. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

---

Supervisor

Date

---

Employee

Date