



Job Title: Driver

Classification: Non-Exempt, paid hourly

Reports to: Transportation Supervisor

Purpose: To maintain, transfer and deliver dental equipment to and from nursing homes, Head Start programs, and other facilities and programs as assigned.

Education/Experience/Licensure:

- Valid MN or CA driver's license
- Six months of straight truck driving experience preferred
- DMV verification required
- General knowledge and comfort level with driving and navigating throughout the metropolitan area and with Apple Tree Dental's various delivery locations

Fundamental duties (Essential Functions) include (but are not limited to):

- Prepare and/or assist with routing schedule each day
- Call facilities to notify them of delivery schedule, if necessary
- Position and secure equipment for transport
- Drive truck to and from delivery locations
- Load/unload and position mobile dental offices accordingly to specific facility instructions
- Basic maintenance and mechanical repairs of mobile dental equipment
- Maintenance on Apple Tree Dental cars and trucks, including, but not limited to:
 - Oil changes, windshield repairs, inspecting for lights and signals out, then replacing them in house, tire monitoring, etc.
 - Sweep and power wash garage floor as needed
 - Have truck exterior washed on a regular basis – need will often be dictated by weather
 - Interior of truck must be kept clean every day, but should also be vacuumed as needed
 - Clean and lube tie downs in truck. Clean and lube hoist on truck
 - No smoking in company vehicles will be permitted
- Perform other duties and responsibilities as assigned

General Expectations of this position include (but are not limited to):

- Possession of current Department of Transportation physical card to operate company vehicles. It is the employee's responsibility to ensure the DOT card is current and valid
- Observance of all state/federal driving laws and reasonable safety guidelines while operating company vehicles
- General mechanical aptitude with trucks and cars
- Willingness to collaborate with the Transportation Supervisor and program management to cover all necessary delivery schedules
- Arrival by scheduled start time and the ability to work until all deliveries and necessary duties are complete; including the flexibility to cover additional or extended hours
- Knowledge regarding how to use tie-down straps properly to ensure safety of mobile dental equipment during transportation
- Ability to work independently or on a team
- Initiative, proactive, and positive attitude including a willingness to fill down-time with other activities that add value to the organization. Other suggestions for value added down-time activities are welcomed and expected
- The ability to utilize and/or learn computer skills and systems such as; but not limited to: Open Dental software, Microsoft Office, and other systems as needed



Job Description

Physical Expectations: Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with dental assisting in general practice dentistry will be performed on a repetitive basis. Prolonged sitting, standing, bending and twisting will be performed on a frequent basis. You may be asked to participate in lifting up to 50 pounds and assist with moving heavy carts (up to 75lbs) if applicable. The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable disease, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered. Work under stressful conditions as well as irregular hours may be required. Other physical requirements include: driving cars, light duty trucks frequently, sitting frequently and standing/walking often.

Facility Expectations:

1. Listen to, understands and appropriately responds to patient/customer needs. Meets the reasonable needs of all patient/family/customer groups and improves overall customer satisfaction.
2. Demonstrates professional behavior with his/her work. Complies with personnel and departmental policies. Supports and participates in quality improvement activities.
3. Works actively with others to get the job done. Consistently exhibits courteous behavior/actions, including maintaining a positive attitude.
4. Supports and participates in changes and discussions regarding work practices.
5. Acts and speaks respectfully regardless of the presence or absence of the person. Frequently offers praise to others for doing a good job. Listens to and respects the opinions of others, and maintains confidentiality.
6. Demonstrates enthusiasm and commitment towards personal growth and development; completes and attends mandated educational courses. Maintains current licensure and certifications, if applicable. Attends and participates in departmental meetings, and if unable to attend proactively asks or gathers missed information.
7. Addresses issues in a courteous and respectful manner. Maintains the same standard for all patients/families and co-workers. Supports co-workers and patients/families in a positive manner.
8. Follows safety practices. Identifies problems and works to resolve safety issues as they occur and in accordance with policy, asking for assistance when necessary. Help and teach others.

Apple Tree Dental (ATD) reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

This document should in no way be considered a contract or guarantee of employment. Employment at Apple Tree Dental is at the mutual consent of Apple Tree Dental and the employee, and either party may terminate the relationship at any time, with or without cause, and with or without written notice.

I have received, read and understand the Job Description above, including all duties and expectations.

Employee Signature: _____ Date:_____