



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Patient Transportation Driver**
SUPERVISOR: Maintenance Manager
LOCATION: Peter Christensen Health Center
POST DATE: October 23, 2026
CLOSING DATE: November 6, 2026

General Description: The primary responsibility of this position is to be responsible for reliable and courteous transportation service to patients to and from medical appointments, with safety a top priority, providing a communication link between patients and staff; while safely operating and maintaining assigned vehicle(s); and to maintain vehicle records.

Qualifications: High School Diploma or equivalent is required. Must maintain and possess a valid Wisconsin Driver's License and liability insurance. Must possess and maintain a safe driving record; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities, provided the safe driving record requirements are met.

Salary: \$17.00-\$19.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Patient Transportation Provider

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Maintenance Manager

D. DESCRIPTION OF DUTIES: Primarily responsible for reliable and courteous transportation service to patient to and from medical appointments, with safety a top priority, providing a communication link between patients and staff; while safely operating and maintaining assigned vehicle(s); and to maintain vehicle records. Specific responsibilities include, but are not limited to the following:

1. Provide safe and courteous transportation for patients to and from health care facilities in accordance with PCHC's established policies and procedures.
2. Provide transportation so that patients arrive on time for their scheduled appointments, organizing workload efficiently.
3. Assist patients to enter and leave vehicles, health care facilities and home as necessary.
4. Wait for or pick up patients at the end of their visit to a health care facility or upon hospital discharge, when needed.
5. Deliver medication and supplies as needed to patient homes or other necessary destinations as requested and comply with all requests from PCHC Pharmacy to deliver/pick up medication.
6. Review patient transportation schedule throughout the day and communicate among department and with other staff as needed.
7. Maintain a safe, efficient and pleasant environment conducive of optimum patient well-being, keeping vehicle clean and maintained.
8. Maintain courteous and professional demeanor and interaction with patients and staff, both with PCHC and other facilities.
9. Must possess and maintain a valid Wisconsin Motor Vehicle Operator's License and be subject to driver's license checks every two years.
10. Must maintain a safe driving record.
11. Must be sensitive and responsible to the needs of the patients requiring services.
12. Must complete annual driver's safety training and all other trainings as assigned.
13. Ability to maintain the strictest confidentiality regarding all matters relating to patients in accordance with HIPAA.
14. Clean vehicle daily and properly, use Personal Protective Equipment when necessary.
15. Assists in reviewing, modifying and or developing department policy and procedures that govern the operations of the Transportation department.
16. Works towards maintaining requirements of AAAHC certification and conducts appropriate follow-up.
17. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Occasional contact with administrators, managers, and co-workers and patients.
2. **External:** Heavy, frequent contact with general public and patients.

F. SUPERVISORY RESPONSIBILITIES: None.

G. SUPERVISION RECEIVED: Operates independently with supervision received from Maintenance Manager. Receives guidance from Lead Transportation Driver.

H. EDUCATION: High School Diploma or equivalent is required.

I. EXPERIENCE: Must possess and maintain a safe driving record; or an equivalent combination of experience and training which provides the require knowledge, skills, and abilities, provided the safe driving record requirements are met.

J. SKILLS:

1. Ability to drive a multi-passenger vehicle safety and appropriately, including ability to read and interpret road signs in English.
2. Understand and adhere to rules and regulations of the Federal Transit Administration and United States Department of Transportation.
3. Ability to communicate effectively orally and in writing.
4. Ability to establish effective professional relationships with patients, co-workers.
5. Ability to prepare concise and accurate records and reports.
6. Basic knowledge of the operations and features of assigned vehicles including safe operations of lift equipment to assist passengers in and out of the vehicle.
7. Ability to recognize vehicle maintenance needs and report in a timely manner to appropriate personnel.
8. Ability to perform/report minor vehicle maintenance by testing lights, brakes, horns, windshield wipers to ensure proper operation.
9. Perform routine vehicle maintenance assuring appropriate tire pressure, monitoring of oil change needs, water pressures, and adding gasoline.
10. Interpret maps and route directions to assure timely pick up of passengers at prearranged locations.
11. Ability to administer First Aid and CPR and remain calm in a crisis situation.
12. Excellent management of one's own time and time of others.
13. Ability to assess unforeseen situations reacting immediately with the best solution and problem solving.
14. Ability to read vehicle maintenance lights and report accordingly to PCHC Maintenance Department.
15. Ability to use safe transfer skills when assisting patients.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Vehicle transportation conditions

2. **Exposure to Hazards:** May be exposed to patients under adverse conditions, hazardous road conditions and irregular work schedules. May also be exposed to adverse weather conditions.
3. **Physical Requirements:** Majority of positions responsibilities includes sitting, standing, lifting, and operating the program's vehicles. Must be able to lift/assist a patient up into a wheelchair or car chair, push a patient in a wheelchair, occasionally in poor weather conditions including snow covered walkways. Must be able to lift 10-50 pounds with occasional need to lift heavier amounts. Must be able to walk and assist patients to and from the car/building. Must be able to successfully pass an annual DOT physical examination, and annual vision screening. Must be FIT tested upon hire.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Patient Transportation Driver to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must be HeartSaver certified, or able to obtain within 6 months of hire and maintain bi-annually thereafter. Employee must provide proof of immunity to measles, mumps, rubella, varicella, Hepatitis B, and Tdap (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee Date

Manager Date

Previously signed
Tribal Administrator Date

Previously signed
Human Resource Director Date