BROOKS SCHOOL

POSITION DESCRIPTION

Position Title: Medical Driver
Classification: Non-Exempt/Staff
Position Type: Part-time
Expected hours of work: Monday through Friday with varying hours, occasional weekend needs during academic year. Requires scheduling flexibility and ability to work additional hours as necessary
Benefits Eligible: No
Reports to: Nurse Manager
Date: June 2022

SUMMARY DESCRIPTION

Reporting to the Nurse Manager of the Health & Wellness Center, the Medical Driver will drive students to and from medical appointments on an as needed basis during the academic year. This is a highly flexible position with varying hours each week. Medical drivers sign up for student rides weekly based on their own availability and student needs. Available hours each week differ from minimal to 15+ hours of driving.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES:

• Using school car, drive students to and from medical appointments

NOTE

The employee will typically use a school car to transport students, if proof of livery insurance is approved by HR this employee may use their own car. Mileage will be reimbursed, if approved to use your own car. The School will require a certain level of insurance coverage, and successful completion of the Criminal Offender Records Investigation check. The School will also require an acceptable Registry of Motor Vehicles report.
COMPETENCIES:

- Ability to effectively interact and present information to students, health care providers and health and wellness staff
- Medical driver is not responsible for the communication of medical information
- Discretion and the ability to handle confidential and sensitive matters appropriately
- An open and collaborative work style
- A high level of integrity and work ethic
- Understanding of HIPAA

EDUCATION:

- MA driver’s license with an excellent DMV driving history report
- Person must be responsible, interact well with adolescents, and be organized.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

- Ability to drive in a variety of weather conditions
- Ability to lift and/or move up to 25 pounds
- Occasional lifting, bending and climbing stairs
- Frequent talking, listening, walking, sitting and standing

TRAVEL: This role requires frequent travel

APPLICATION AND POSITION INFORMATION:

Brooks School believes that realizing a mission aimed at providing the most meaningful educational experience its students will have in their lives requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school. As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

All interested candidates should submit the following materials by email with attachments to Nurse Manager Stephanie Savarese at ssavarese@brooksschool.org:

- Cover letter
- A current resume
- Three professional references and their contact information
The school will make any offer of employment contingent upon a candidate being authorized to work in the United States, and successfully completing criminal offender record (CORI) and sexual offender record (SORI) background checks.

EEO STATEMENT: Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

COVID-19 VACCINATION POLICY: Brooks School is a COVID-19 vaccinated community. Unvaccinated visitors to campus are asked to refrain from entering any school buildings unless the school has granted an exemption. In all cases, unvaccinated people who have been granted an exemption must wear a mask over the nose and mouth at all times when in a school building.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Medical Driver will be required to follow any other instructions and to perform any other related duties as assigned by the Nurse Manager of Health Services or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.

____________________________________       ______________________________
Employee Acknowledgment                      Supervisor Acknowledgement