Clinic Driver Job Description

Watts Healthcare Corporation

Job Title	Clinic Driver	**Department**	Facilities and Operations
Reports To	Director of Facilities or designee	**FLSA Status**	Nonexempt
Location	Watts Healthcare sites and service area	**Schedule**	Based on clinic and transportation needs
Employment Type	Full time	**Revision Date**	September 2026

Position Summary

The Clinic Driver provides safe, timely, courteous transportation for patients, staff, supplies, documents, and other approved items between Watts Healthcare locations and authorized destinations. The driver supports access to care by following assigned routes, assisting passengers within the scope of training, protecting confidential information, maintaining accurate records, and keeping assigned vehicles clean and ready for service.

Essential Duties and Responsibilities

- Safely transport patients, staff, and authorized passengers to and from Watts Healthcare facilities, approved appointments, community programs, and other assigned destinations.
- Follow daily transportation schedules, routes, dispatch instructions, and pickup requirements; promptly communicate delays, cancellations, passenger concerns, or route changes to the appropriate department.
- Provide respectful assistance to passengers when entering and exiting the vehicle. Operate vehicle ramps, lifts, and mobility-device securement systems when assigned, trained, and authorized.
- Conduct and document required pre-trip and post-trip vehicle inspections, including tires, lights, mirrors, fuel, safety equipment, interior condition, and visible mechanical concerns.
- Maintain accurate passenger, mileage, trip, fuel, delivery, and vehicle-use logs and submit required documentation on time.
- Keep vehicles clean, fueled, orderly, and ready for service. Report accidents, damage, maintenance needs, warning lights, safety hazards, and vehicle defects immediately.
- Comply with California traffic laws, vehicle safety rules, Watts Healthcare policies, and restrictions on distracted driving and mobile-device use.
- Follow established procedures for emergencies, accidents, injuries, disruptive conduct, missed pickups, and other incidents; notify leadership and complete reports promptly.
- Safeguard patient privacy and confidential information during transportation and delivery activities in accordance with HIPAA and organizational policy.
- Transport mail, records, laboratory specimens, medications, equipment, and supplies only when assigned and in accordance with applicable handling, chain-of-custody, privacy, and safety procedures.
- Provide courteous service to patients, visitors, coworkers, and community partners and respond to questions within the scope of the position.
- Coordinate with clinical, facilities, operations, and administrative staff to support clinic transportation and delivery needs.
- Attend required safety meetings, training, health-center activities, and competency reviews.
- Perform other job-related duties consistent with the position and operational needs.

Minimum Qualifications

- High school diploma or equivalent.

- Valid California driver's license appropriate for the assigned vehicle and an acceptable driving record that meets organizational and insurer requirements.
- At least two years of responsible driving experience. Passenger transportation, healthcare, senior-service, community-service, or delivery experience is preferred.
- Ability to read maps and navigation systems, follow written and verbal instructions, maintain schedules, and complete accurate records.
- Ability to communicate clearly and professionally with patients, staff, caregivers, and members of the public.
- Basic proficiency with mobile phones, electronic scheduling tools, email, and electronic documentation used for assigned work.
- Current CPR and First Aid certification, or the ability to obtain certification within the timeframe established by Watts Healthcare.

Knowledge Skills and Abilities

- Knowledge of safe-driving practices, defensive-driving techniques, and vehicle inspection procedures.
- Sound judgment, patience, dependability, punctuality, and the ability to remain calm in traffic, schedule disruptions, and emergencies.
- Ability to work respectfully with individuals of varied ages, abilities, cultures, languages, and socioeconomic backgrounds.
- Ability to recognize safety concerns, follow escalation procedures, and avoid providing clinical assistance beyond the position's training and authorization.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to work independently while remaining responsive to scheduling and operational direction.

Physical Demands

The physical demands described below are representative of those required to perform the essential functions of the position, with or without reasonable accommodation.

- Sit and drive for extended periods; frequently enter and exit a vehicle; and use hands and feet to operate vehicle controls.
- Regularly stand, walk, reach, bend, turn, and communicate with passengers and staff.
- Occasionally lift or carry items weighing up to 40 pounds and push or pull carts, equipment, or mobility devices when assigned and trained. Assistance or equipment should be used when required.
- Maintain the vision, hearing, alertness, coordination, and range of motion needed to operate a motor vehicle safely and respond to changing road and passenger conditions.

Work Environment and Schedule

- Work is performed primarily in an organizational vehicle and at Watts Healthcare facilities, patient pickup locations, community sites, and other approved destinations.
- The position involves exposure to traffic, changing weather, noise, uneven surfaces, and interaction with members of the public.
- The schedule may include early mornings, evenings, weekends, overtime, or changes based on clinic operations and transportation needs, subject to applicable policy and collective bargaining obligations.
- The employee must follow infection-prevention, personal protective equipment, and occupational health requirements applicable to the assignment.

Safety Compliance and Employment Requirements

- Maintain all licenses, certifications, clearances, and driving eligibility required for the position.
- Complete required DMV, background, health, safety, and other legally permissible screenings consistent with organizational policy and applicable law.

- Immediately report any citation, license restriction, suspension, accident, or other event that may affect the ability to operate an assigned vehicle.
- Comply with Watts Healthcare's policies, Code of Conduct, confidentiality standards, safety program, and all applicable federal, state, and local requirements.

Equal Employment Opportunity and Accommodation

Watts Healthcare Corporation provides equal employment opportunities and considers reasonable accommodations for qualified individuals with disabilities in accordance with applicable law. Employees who need an accommodation should contact Human Resources.

Job Description Notice

This job description summarizes the primary duties and requirements of the position and is not an exhaustive list of every task. Duties may be modified based on operational needs, applicable law, organizational policy, and any governing collective bargaining agreement. This document does not create an employment contract.

Acknowledgment

I acknowledge that I have received and reviewed this job description and understand the essential duties and expectations of the Clinic Driver position. I understand that I may contact my supervisor or Human Resources with questions or to request a reasonable accommodation.

Employee Name and Signature	Date

Supervisor Name and Signature	Date