

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Patient Transport Driver

**Class Code:** 8241

**Pay Grade:** 408

**GENERAL CLASS DESCRIPTION:**

Under general supervision, operates a patient transport vehicle (PTV) anywhere in the state under all types of weather and road conditions.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Drives PTV that transports University Hospitals patients to and from their homes, nursing homes, county care facilities and hospitals. Makes Two, two day (overnight) trips and one all day trip per week.
2. Assists patients to and from PTV, including manual loading and unloading of cot patients or other disabled patients and carrying patients up and down stairs.
3. Tends to the needs and responsible for the well-being of patients (e.g., blind, disoriented, or otherwise handicapped) during transit including personal needs, medications, rest room stops, obtaining meals and feeding.
4. On rotation with other drivers, pulls shift which requires being subject to call 24 hours per day, for seven days.
5. Transports whole blood, blood plasma, prosthetic devices, and preserved severed limbs as directed.
6. Transports and delivers records, insurance claims and reports to various insurance companies and health care facilities as directed.
7. Transports doctors and/or nurses, oxygen, portable incubator and other related equipment and may assist as directed when PTV is used as a "baby transport."
8. Pays for meals and related expenses for patients and patient escorts; files voucher for reimbursement upon return to University Hospital.
9. Completes trip records and reports as required.
10. Reports needed maintenance of PTV.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

**Class Title: Patient Transport Driver**

**Class Code: 8241**

**Pay Grade: 408**

11. Responsible for care and maintenance of vehicle on out-of-town trips.
12. Secures temporary quarters for patients in the event of vehicle breakdown or impassable roads.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to communicate effectively with coworkers and patients.
2. Ability to perform with accuracy and efficiency during periods of pressure and stress.
3. Ability to safely operate and ensure proper maintenance of vehicles.
4. Knowledge of proper cargo loading and securing techniques.
5. Knowledge of the rules and regulations governing operation of state vehicles.
6. Knowledge of motor vehicle laws.
7. Knowledge of proper bending and lifting techniques and ability to lift and carry 80 pounds.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Three years related (over-the-road) driving experience.
2. Possession of a current chauffeur's license.

H:(hr/classdes)8241

**REVISION EFFECTIVE:**

**October 1, 2009**