



Hope Cancer Resources Job Description

Job Title: Driver

Reports to: Transportation Supervisor

The Driver will be a non-exempt employee who will be part of the team to support Hope Cancer Resources transportation program. **This position is classified as a “safety sensitive position.”**

Responsibilities/Duties

- Drive cancer patients to and from cancer-related appointments.
- Obey all traffic laws and drive in a professional, conservative, and safe manner at all times.
- Escort the patient as needed to and from the vehicle into their appointment or residence.
- Build good rapport with patients, family members, co-workers, and clinical staff.
- Accept and adjust daily transportation schedule assignments as needed.
- Record trip data using ParaPlan scheduling software on provided smart phone.
- Collect and submit receipts for transportation expenses including fuel, maintenance, etc.
- Locks or otherwise secures the company vehicle to prevent damage, theft, or vandalism.
- Maintains the company vehicle overall with regular service and cleaning.
- Notifies Transportation Coordinator or VP of Patient Services of mechanical concerns with the vehicle.
- Performs other duties as assigned by VP of Patient Services.

Skills/Qualifications:

- Belief in the mission and vision of Hope Cancer Resources.
- Retains a valid Arkansas driver's license and presents and maintains a good driving record.
- Possesses a working knowledge of Hope Cancer Resources service area geography.
- Capable of using a GPS, reading street maps, and checking satellite maps as needed.
- Physically able to assist patients in and out of vehicle.
- Capable of sitting and/or driving for extended periods of time.
- Ability to be empathetic with patients and their loved ones.

January 2025

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