

## **BAY STATE MEDICAL, INC.**

### **JOB DESCRIPTION**

Revised (08/22/05)

**Job Title:** Driver Technician  
**Department:** Operations  
**Reports to:** Operations Manager

### **QUALIFICATIONS**

Two years experience in mechanical assembly and/or repair of mechanical or electronic devices; familiar with both hand/shop tools; Must possess a valid Maryland driver's license and a good driving record.

### **OVERALL RESPONSIBILITY**

1. Loads equipment from warehouse onto delivery vehicle; ensures that all equipment and supplies delivered are clean, free of dust, and in good working condition; secures all equipment properly for transport.
2. Delivers and sets up home medical equipment and supplies to home care patients paying particular attention to time of delivery requirements as indicated on the delivery ticket.
3. Instructs client or caregiver on the basic use of the equipment. Leaves written instruction as well as product literature with the client.
4. Informs customers about Bay State Medical including hours of operation and contact information. Reviews Client Rights and Responsibilities.
5. Performs basic home safety assessment and ensures that client is knowledgeable about product safety.
6. Obtains patient signature on necessary documents to facilitate billing processes. Returns forms promptly to office staff for filing.
7. Assess whether repairs are best performed in the home or at the warehouse. When required, provides repair services in the client's home.
8. Picks up used equipment. Loads in vehicle, segregating dirty equipment from clean, and returns to designated dirty area of the warehouse.

9. Maintains company vehicle and assures vehicle safety. Ensures vehicle maintenance schedule is followed. Performs daily vehicle safety checks; cleans vehicle interior daily and organizes vehicle inventory. Cleans vehicle exterior once a week. Always wears seat belt.
10. Attends company in-service education classes.
11. Performs other duties, as assigned.

### **PHYSICAL AND ENVIRONMENTAL**

- The work environment characteristics and physical demands 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.
- The noise level in the work environment is usually quiet.
- While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 100 pounds.

### **CONTINUED EDUCATION**

- Attends annual in-service on Infection Control
- Attends in-service on highway and driving safety
- Attends in-services on new product and technology, including set-up and repairs
- Views safety short videos
- DME Train