

# POSITION DESCRIPTION

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Health NZ Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

## **Organisational Vision**

Health NZ Canterbury's vision is to improve the health and well being of the people living in Canterbury.

## **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

## **POSITION TITLE:**

Transport driver/ groomer

## **REPORTS TO (Title):**

Transport manager

## **REPORTS ON A DAILY BASIS TO:**

Transport coordinator

## **PRINCIPAL OBJECTIVES**

To provide a safe transporting of patients and maintain a well-groomed fleet.

## **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

### **INTERNALLY:**

1	Transport coordinator
2	Outpatients
3	Medical staff
4	Nursing & allied staff
5	Administration staff

### **EXTERNALLY:**

1	Vehicle maintenance suppliers
2	
3	
4	
5	

## **KEY PERFORMANCE OBJECTIVES:**

Task	Transport patients – primarily Burwood Day Clinic patients, cover for hospital shuttle incl weekends and evenings
Expected Result	To maintain a safe & secure environment
Task	Grooming vehicles across the fleet
Expected Result	Timely and proactive grooming of vehicles
Task	Perform regular vehicle checks including BEV repositioning vehicles
Expected Result	Report any defects & accidents
Task	Transport of goods & parcels through PM Courier run
Expected Result	Goods & parcels to arrive in a safe condition
Task	To keep a daily work sheet & good time management
Expected Result	Readable work sheet information for data entry

## **HEALTH & SAFETY:**

- Observe all Health NZ Canterbury safe work procedures and instructions.
- Ensure your own safety and that of others.
- Report any hazards or potential hazard immediately.
- Use all protective equipment and wear protective clothing provided.
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager.
- Co-operate with the monitoring of workplace hazards and employees health.
- Ensure that all accidents or incidents are promptly reported to your manager.
- Report early any pain or discomfort
- Take an active role in the Health NZ Canterbury's rehabilitation plan, to ensure an early and durable return to work.
- Seek advice from your manager if you are unsure of any work practice.

## **QUALITY:**

Every staff member within Health NZ Canterbury is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

**QUALIFICATIONS & EXPERIENCE:**

Required "P" endorsement on Driver's license.

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Desirable current first aid certificate

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**PERSONAL ATTRIBUTES:**

**MANDATORY**

**Key Behaviours:**

- Ability to "work together" in a truthful and helpful manner.
- Ability to "work smarter" by being innovative and proactive.
- Accepts responsibility for actions.

**DESIRABLE HIGH STANDARD OF PERSONAL PRESENTATION**

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.