



LOWER KOOTENAY BAND

830 Simon Road, Creston, BC VoB 1G2 Ph: 250.428.4428 Fax: 250.428.7686

Job Title:	Medical Transport Driver	
Location:	Type of Position: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Year Round <input checked="" type="checkbox"/> Casual	Hours: Minimum 4 hours/week Maximum 35 hours/week

Job Description:
The Medical Transport Driver is responsible for safely transporting community members to and from medical, dental, specialist, and other health-related appointments both locally and out of town. This role supports the overall well-being of the community by ensuring all clients arrive on time, feel supported, and travel in a safe, respectful, and culturally sensitive environment.
Responsibilities and Duties:
Transportation & Client Support <ul style="list-style-type: none">- Safely transport community members to scheduled appointments locally and out of town.- Assist clients entering and exiting the vehicle as needed, ensuring mobility supports (canes, walkers, wheelchairs, etc.) are handled safely.- Ensure clients arrive on time to appointments and are picked up promptly after.- Maintain confidentiality, professionalism, and cultural sensitivity at all times.
Vehicle Safety & Maintenance <ul style="list-style-type: none">- Conduct daily pre-trip and post-trip vehicle inspections (fluids, tires, brakes, fuel levels, safety equipment).- Keep the vehicle clean, fueled, and in safe working condition.- Report any mechanical issues or safety concerns immediately to the Health Director- Ensure compliance with all transportation safety policies and provincial driving regulations.
Administration & Reporting <ul style="list-style-type: none">- Maintain accurate logs of mileage, trip dates/times, destinations, wait times, and clients transported.- Obtain signatures/forms required for FNHA medical transportation claims, when applicable.



- Communicate scheduling concerns, delays, or cancellations to the Health Services team in a timely manner.
- Protect all personal health information in accordance with privacy laws and Band policies.

Community & Cultural Considerations

- Provide respectful, compassionate service that reflects the cultural values of the Indigenous community.
- Build positive relationships with Elders, youth, families, and all clients accessing transportation services.
- Represent the Band professionally when interacting with hospitals, clinics, and external agencies.

Qualifications / Requirements:

- Valid Class 4 or Class 5 Driver's License (Class 4 preferred).
- Clean Driver's Abstract required.
- Criminal Record Check
- Ability to lift 30–50 lbs and assist clients with mobility needs
- Strong driving skills and comfort navigating highways and city traffic in various weather conditions.
- Excellent communication and interpersonal skills.
- Ability to maintain strict confidentiality.
- Ability to work independently with minimal supervision.
- Strong time management and organizational skills.
- Work involves regular driving, long-distance travel, and waiting at medical facilities.
- May require early morning, evening, or occasional weekend transportation depending on client needs.
- Exposure to various weather conditions and road conditions.

Created and Approved By: Matty Fedorowich	Title: Human Resource Administrator
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Date: May 2026	
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