DEPARTMENT: County Counsel  BY: Jeffrey G. Green  PHONE: 209/966-3625

RECOMMENDED ACTION AND JUSTIFICATION:  (Policy Item:  Yes _ No X _)

Adopt this resolution approving the attached class specification for the extra-help position of Medical Transportation Driver.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The Board has previously established the extra-help position of Medical Transportation Driver at a salary rate of $6.25 per hour; this resolution establishes the class specification for that position.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this class specification.

Revise this class specification and hourly salary as deemed necessary.

COSTS:

<table>
<thead>
<tr>
<th>(X) Not Applicable</th>
<th>A. Budgeted current FY</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B. Total anticipated costs</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>C. Required additional funding</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>D. Internal transfers</td>
<td>$</td>
</tr>
</tbody>
</table>

SOURCE:

<table>
<thead>
<tr>
<th>( ) 4/5ths Vote Required</th>
<th>A. Unanticipated revenues</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B. Reserve for contingencies</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>C. Source description: Balance in Reserve for Contingencies, if approved: $</td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 93-154  Ord. No. __________________
Vote - Ayes: 5  Noes: ___________________________
Absent: ( )  ( )  ( )  ( )  ( )  ( )  ( )  ( )
Approved  ( )  Denied  ( )  Minute Order Attached  ( )  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date:

ATTEST: MARGIE WILLIAMS, Clerk of the Board

County of Mariposa, State of California

By:

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

( ) Recommended
( ) Not Recommended
( ) For Policy Determination
( ) Submitted with Comment
( ) Returned for Further Action

Comment:

A.O. Initials:

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Medical Transportation Driver

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To operate a County vehicle to transport authorized clients to and from scheduled medical appointments, assist clients in and out of the vehicle, and to provide necessary escort services at their pick-up point and at the appointment site. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for ensuring the safety of clients at all times during trips and for ensuring that the assigned vehicle is in safe operating condition.

SUPERVISOR: Community Services Deputy Director

TYPICAL DUTIES

- Drives a County vehicle to transport clients safely in accordance with pre-planned schedules with the County, and out of the County when needed

- Provides safe, courteous and efficient door-to-door transportation to clients to include transporting, assisting and escorting clients, as needed, to and from their homes and appointment sites

- Assists passengers on and off vehicle

- May operate wheelchair lift device when necessary to board and deboard passengers; ensures that wheelchair brakes are locked while lift is in motion, positioning wheelchairs in vehicle, and securing them to vehicle

- Ensures the safety of passengers with severe physical, mental, or developmental problems while in vehicle

- Maintains trip and vehicle logs

- Prepares reports of driving hazards, accidents and/or passenger incidents

- Maintains current required licenses and certificates

- Maintains cleanliness of vehicles inside and out to ensure safe operating condition
MARIPOSA: Medical Transportation Driver

**TYPICAL DUTIES (Cont'd):**

- Performs other related duties similar to the above in scope and function, as required

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid and appropriate California Driver's license
- a valid CPR and first-aid certificate, or the ability to obtain them prior to date of hire
- a safe driving record

**Knowledge of:**

- the California State Motor Vehicle code as it relates to the operation of vehicles used in transporting passengers
- streets and highways in the County and related areas
- safe driving practices

**Ability to:**

- learn the special transportation requirements associated with the transport/escort of seniors and the disables
- read and interpret a map
- remain calm in emergency situations
- understand and carry out both oral and written instructions independently
- exercise good judgment and extreme caution while operating a transport vehicle
- operate a two-way radio
- maintain records and logs related to vehicle maintenance and the transportation of passengers
MARIPOSA: Medical Transportation Driver

**Ability to:** (Cont'd)

- meet the physical requirements necessary to safely and effectively perform assigned duties
- exhibit a high degree of tolerance and patience

*A typical way to gain the knowledge, skill and ability outlined above is:*

- graduation from high school or equivalent and qualified work experience in driving and dealing directly with people.

Creation Date: 3/93
RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes__ No_X)

That the Board of Supervisors authorize the Chairman to sign a "Declaration of Intent" form to contract with the Department of Health Services for the County Medical Services Program (CMSP) for FY 1993-94.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The County has contracted with CMSP for the past 10 years. The Board approved the FY 1992-93 "Declaration of Intent" form for CMSP with Resolution 92-146. The program provides indigent medical services for individuals who do not qualify for Medi-Cal. The program has been funded by an allocation from the State pro-rated among the 34 participating Counties with the State assuming all costs. The State capped it's cost last year as a part of realignment and the CMSP Counties Consortium has been exploring options of reducing costs to the program in order to eliminate or minimize expenses to the Counties involved.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The County of Mariposa would be responsible for developing necessary medical services for the county's medically indigent in the form of an independent county program with associated costs.

COSTS:

A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal Transfers

SOURCE:
A. Unanticipated revenues
B. Reserve for contingencies
C. Source description:
Balance in Reserve for Contingencies, if approved:

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Letter of Intent-Pages 1 to 6

CLERK'S USE ONLY:
Res. No.: 93-153
Vote - Ayes: 5
Absent:
Approved
Denied
No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
BY:
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:
A.O. Initials:________________________

Action Form Revised 5/92