

Field Inspector

Department: Medical Transportation Brokerage

Exempt: No

Reports To: Compliance Auditor/Training Coordinator

Date: August 2022

Position Summary: This position is primarily responsible for ensuring adherence to contract performance standards by privately-owned contracted Transportation Providers. Specifically, ensuring vehicles are properly maintained and in acceptable cosmetic condition and reporting any changes to schedules/routes by the Transportation Provider. This position requires travel to cities that fall within GATRA territory (including Boston & Cape Cod).

Primary Responsibilities:

1. Perform regular off-site vehicle inspections to ensure vehicles meet or exceed contractual requirements and work with Compliance Auditor to meet monthly/annual inspection requirements.
2. Prepare related documentation of overall vehicle condition and schedule/route changes.
3. Provide Transportation Providers with inspection results and gather further related information if necessary.
4. Schedule and perform follow-up inspections upon failure or upon complaints received by Customer Service Representatives or other Brokerage staff.
5. Schedule and perform "fleet" inspections at Transportation Providers' sites, where vehicles are garaged.

Other Responsibilities:

1. Perform Route inspections for DDS/DayHab and EIP programs and report results to Compliance Auditor to ensure routes are being carried out by Transportation Providers as scheduled/agreed upon.
2. Become certified in proper Wheelchair securement procedures for the purpose of providing training to Transportation Provider drivers and/or staff training coordinators
3. Other duties as assigned by the Compliance Auditor/Training Coordinator.

Position Requirements: Applicant must possess a valid State Driver's license, have the ability to travel with limited advanced notice, experience completing inspections or utilizing check lists to complete tasks (vehicle or machinery related preferred), be skilled in the use of the Microsoft suite of products, including Excel, Word, PowerPoint, & Outlook, be skilled in the use

of tablets or mobile devices and possess strong attention to detail.

Minimum education requirement of High school diploma or G.E.D. 2+ years of experience with vehicle and/or machine use and/or inspection preferred.

Physical Demands/Conditions: This position includes a requirement of traveling various distances in order to perform necessary position requirements, the ability to squat and bend down and the ability to stand for up to 2 hours at a time.

Equipment Used: Company owned vehicles; Company owned tablets/computers