

# INFORMATION ON DRIVING FOR AMERICAN MEDTRANS

## **Professional Drivers**

Being a professional medical van driver is a challenging and rewarding career. Driving a medical van is like running your own small business. As an independent contractor, you pay to rent the van and the fares you service are yours to keep. Twelve hour shifts are available Monday through Friday from 6 am – 6pm. No nights or weekends.

American MedTrans is always looking for customer oriented, energetic, hardworking individuals with good people skills.

## **How to Apply**

If interested, you can visit our website **amtwi.com** anytime to find out more information or to apply, stop in our Leasing Office located at 646, South 2<sup>nd</sup> Street, Milwaukee, any Tuesday through Friday between the hours of 8:30 am and 3:00 pm.

If applying in-person, you must bring us a valid WI Drivers License, your City of Milwaukee (PPL) Public Passenger Drivers License (if you already have one, if not don't worry we'll cover that information later) and a copy of your motor vehicle driving record (MVR) if you have one that is not more than 14 days old or \$7 cash and we will obtain one for you through our on-line access with the State DMV.

To be considered, potential drivers must be at least 25 years old, have at least 2 years of driving experience, be properly licensed by state and local authorities, have a good driving record and have no criminal background. We must submit the name, date of birth, WI State drivers license number and MVR Copy for all potential drivers to our insurance provider for approval. The insurance company will research the applicant's driving history and will notify us as to the acceptance or denial of insurance coverage. This process takes about 3 to 5 business days.

Once we hear back from our Insurance provider we will contact you and if accepted and you do not already have a Public Passenger Drivers License (PPL) from the City of Milwaukee, we can provide you direction on how to obtain the license. If you already have a PPL, once we obtain acceptance from our insurance carrier we will notify you of the next steps.

A PPL can be obtained from the License Division, Room #105 of the Milwaukee City Hall, 200 E. Wells Street, (414) 286-2238. You will also need to take two (2) small passport type photos with you for the license. Any and all fees related to licenses are the responsibility of the applicant.

## **Criminal Background Check**

Once approved by insurance the applicant must undergo a Wisconsin Department of Justice Criminal Information/Caregiver Background Check. The Leasing Office will initiate the check via an on-line request to the DOJ. The fee for this service is \$10.00, must be paid in advance and is the responsibility of the applicant.

## **Certifications**

Medical van drivers are required to complete First Aid/CPR training as well as a Defensive Driving Course. Once an applicant completes the licensing and background check requirements, the Leasing Office will provide further information on classes for the certifications. Any and all fees related to certifications are the responsibility of the applicant.

## **Training**

Once the application and certification process is complete, a period of on the road training with one of our veteran drivers will be scheduled. Training is done during the daytime hours with the minimum training period lasting three days, for several hours each day at which time you will be taught how to operate the tablet in the vehicle. The trainer will also evaluate and make recommendations to the company as to if and when you are ready to begin driving.

## **Beginning to Drive**

Once you have successfully accomplished the on the road training and your trainer indicates that you are ready to start driving, you will take a short road test with the General Manager for final approval. Upon final approval and payment of the required deposit, a vehicle will be assigned to you. Our Leasing Office will go over a few rules and policies of the company and our Repair Shop will walk you through the inspection process and procedures for safety checks. That's it and you are ready for the road.

## **Lease Fee and Security Deposit**

All vehicles are leased to you as an independent driver, the company is not employing you. The lease fee is due weekly and must be paid in full or have payment arrangements approved by the Leasing Office. The full amount of lease fee you will pay will be phased in over a 30 day period. After the 30 day period we will include a weekly gas allowance.

Each driver leasing a vehicle from our company must post a \$1500 security deposit. This security deposit may be paid in full at any time or at a minimum in \$50 increments on a weekly basis in addition to the weekly lease fee. This security deposit is held on account to cover any amounts of money that may be charged to the driver over and above the lease fee. This includes but is not limited to: unpaid parking tickets, damage to the van, unpaid rent or unpaid charges/fines. All drivers are responsible for returning the vehicle in the same condition as it was when taken out. The security deposit will be refunded in full after 30 days of quitting if the driver notifies the leasing office in writing as least one week in advance of the date on which he/she wishes to terminate the lease, and provided the driver has no other outstanding bills that are owed.

## **Driver Responsibilities**

Each driver is responsible for paying his/her lease fee on time. Failure to make payments on time will result in automatic termination of lease and suspension from driving. The vehicle will be full of gas at the start of your shift and should be returned full of gas at the end of your shift. It is the drivers responsibility to keep the vehicle clean inside and out at all times. Drivers must return the vehicle on time at the end of each shift. Fluids, lights, tires, etc. on the vehicle must be checked daily by each driver prior to driving. Any needed repairs should be reported to the shop immediately. Each driver is responsible for driving in a safe and professional manner at all times and abiding by the rules of American United Transportation Group and its affiliates.

## **Conclusion**

Driving a medical van is a very challenging profession, but can be very rewarding. In essence, being a medical van driver is being an independent business owner. Hard, work, self-motivation and dedication to providing good service to your customers will be rewarded with above average pay and a feeling of accomplishment and satisfaction.