

POSITION: Driver (Ambulance)
REPORTS TO: Health Officer
CAMPUS: Cilandak/Nurse Office

PURPOSE

The driver is responsible to the Health Officer for safely driving an ambulance to transport patients as quickly as possible to medical facilities for care

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- A minimum of a High School graduate or equivalent
- Have a valid driving license (SIM A)
- Familiar with the route to travel (including main road and small road) in South Jakarta and its surrounding areas
- Proven ability in reading traditional maps and GPS devices to determine the fastest and safest routes to the hospital/medical facilities
- Proven ability to understand and carry out oral and written directions
- Proven ability of problem-solving and working independently and efficiently
- Ability to maintain cooperative working relations with those contacted in the course of work
- Willing to work under shift work over a seven-day period
- A clear commitment to Child Safeguarding

DUTIES AND RESPONSIBILITIES

- Drives ambulances in transporting sick, injured, or convalescent person based on the purpose and conditions of traffic that applies to serve the needs of the patient.
- Assists Nurse Officer in administering first aid such as bandaging, splinting, and administering oxygen, as per instruction.
- Places patients on stretchers, and load stretchers into Ambulance
- Maintains cleanliness and sanitary conditions of the Ambulance.
- Replaces supplies and disposable items on ambulances.
- Earns and maintains appropriate certifications.
- Report facts concerning accidents or emergencies to Health Officer
- Maintains Ambulance engine conditions including:
 - Checks the vehicle condition including the brake oil, radiator water, battery water, tire air pressure so that the ambulance can be used properly
 - Checks the completeness and adequacy of medical equipment in the ambulance periodically according to the standard
 - Heats the ambulance engine daily to find out any engine problem
 - Cleans the inside and outside of the vehicle so that the ambulance looks clean
 - Informs the Transportation Office for any repair or maintenance needed
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
- Performing other related duties and assuming other responsibilities as assigned by the Health Officer.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.