

JOB TITLE: VEHICLE DRIVER

JOB ID: T1358

Old JOB Number: 0

REPORTS TO: ADMINISTRATIVE OFFICER

Date revised: 2011-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To drive one or more of the Organisation's vehicles, transporting people, materials and equipment.

KEY OUTPUTS:

- Low accident record.
- Well driven and cared for vehicle.

RANGE OF ACTIVITIES:

- To drive one or more motor vehicles, viz, jeep, van or car in a careful and courteous manner in the conduct of ministry affairs.
- To transport officers, materials and equipment in a safe and timely manner as required.
- To maintain and service vehicles where necessary so as to ensure vehicles are always in optimal working condition.
- To record details of journeys undertaken in log book for verification and record-keeping purposes.
- To keep an inventory of tools and accessories so as to allow verification when required.
- To perform any other related duties for the smooth functioning of the organisation.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A complete Secondary School Education.

Must be the holder of a valid driver's license for all classes of vehicles and three (3) years experience as a driver.

Experience in Hinterland driving will be an asset.

A clear police record for the past five (5) years.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Works under instructions. Little scope for decision making. Impact on results considerable. Can create goodwill or satisfaction or otherwise expensive repairs, loss of use of vehicle, failure to meet appointments or dissatisfied users of the vehicle by the manner in which the vehicle is operated.

RESOURCE MANAGEMENT:

- Full responsibility for the care and control of the vehicle its components and tools and safety of occupants.

COMMUNICATIONS: Has frequent contact with supervisor and all levels of staff in and out of the organisation.

WORKING CONDITIONS: The job holder works faces normal risk that is related to driving on the roads and difficult routes.

PREPARED BY: NONE

CHECKED BY: NONE