

Driver

Title of Position:	Driver
Position Level	Operational
Reports to:	Head, Fleet Management Unit
Functions:	General Admin and Support Services
Purpose of position:	
The purpose of this position is to operate vehicles owned by the corporation in a manner that is safe, reliable and efficient. Driving duties and proper maintenance of vehicles.	
Duties & Responsibilities	
<ul style="list-style-type: none"> ▪ Perform the driving duty of employees on official purposes; ▪ Carry out minor repairs and maintenance of the vehicle on a routine basis to ensure running condition; ▪ Maintain the fuel efficiency limit as prescribed for the particular vehicle; ▪ Report on any damage/faults to the corporation vehicle to the designated Fleet In charge/Head for necessary repairs; ▪ Timely update of vehicle documents, ▪ Avoids accidents and missing items of the vehicles; ▪ Drive/operate the vehicle in a manner that is safe, reliable and efficient; ▪ Transport either passengers or goods safely to their destination; ▪ Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations, DGPC FLEET Management Policy; ▪ Timely delivery/collection of official letters to/from other agencies; ▪ Maintain the log book, movement orders, etc. on a daily basis; ▪ Supervise other Drivers if necessary. ▪ Report vehicle on time; ▪ Personal presentation, especially when transporting passengers, must be clean, tidy and professional at all times; 	

- Perform any others duties as assigned

Key Performance Indicators

- No accident.
- Proper maintenance of vehicles.
- Up-dating of vehicle log book on daily basis.
- No consumption of alcohol during duty hours.
- No summons/infringements.
- No complaints from the passengers.
- Compliance to safety/RSTA rules.

Qualification, Key Skills and Competencies

Qualification:

PD License with at least 5 years of experience as Driver and sound understanding of DGPC and its business including current as well as future DGPC business.

Key Skills and Competencies:

- Good driving skill.
- Knowledge on insurance policy
- Good eyesight and color awareness
- English and Dzongkha and other dialects of Bhutan.
- Must also have a positive attitude and behavior
- Knowledge of routes and destinations, road laws, what to do in case of accident, mechanical aptitude and ability to handle money.
- Ability to work long and irregular hours.
- Ability to remain calm in difficult situations.
- Possess initiative and mature judgment with the ability to make and implement sound decisions.