

Job Title	Driver
Department	Administration Unit
Reports To	Transport Officer
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	The Driver is responsible for driving the Bureau's vehicles, transporting people, materials, and equipment to predetermined destinations in a timely manner and in adherence with traffic laws, regulations and other safety protocols. The driver is also responsible for ensuring vehicles are kept in clean and optimal working condition in addition to accounting for trips taken to record wear and tear.
Job Responsibilities	<ul style="list-style-type: none"> • Drive motor vehicles, that is, pickup, van, SUV, bus or car carefully and courteously in the conduct of the Bureau's affairs. • Transport staff, materials, and equipment in a safe and timely manner as required. • Assist with the collection of goods purchased for the Bureau. • Participate in fleet development and management programmes by providing feedback on the condition of vehicles, suitability for road/trail use, and the need for eventual replacement. • Maintain vehicles in a clean condition, and service where necessary to ensure vehicles are always in optimal working condition. • Record details of journeys undertaken in a logbook for verification and record-keeping purposes. • Keep an inventory of tools and accessories allocated to the vehicle, to allow for verification when required. • Practice defensive driving and operate vehicles in accordance with the road traffic laws, regulations, and other safety protocols at all times. • Support the Transport Officer and the Administrative Officer II in accounting for trips undertaken; bridge and ferry crossings, fuel, lubricants and other materials used for the vehicles; verifying repairs done by automobile workshops. • Receive instructions from the Transport Officer and Administrative Officer II in relation to trips to be undertaken. • Ensure that vehicle insurance compliance is up to date. • Report any accidents, vehicle repair or maintenance issues to the Transport Officer immediately. • Perform other related duties assigned.
Job Specifications	<ul style="list-style-type: none"> • A complete Secondary School Education. • Valid driver's license for all classes of vehicles inclusive of car, van, and mini-bus, etc.

	<ul style="list-style-type: none"> • At least three (3) years of experience. • Experience in Hinterland driving for at least two (2) years. • Knowledge of vehicle repairs, maintenance, and troubleshooting, along with applied knowledge of defensive driving and road safety policies, procedures, and regulations. • Ability to work overtime and on weekends when the need arises. • Valid police clearance.
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