**Bureau of Statistics**

|  |  |
| --- | --- |
| **POSITION TITLE:** | Driver |
| **REPORTS TO (JOB TITLE):** | Transport Officer – Administration Unit |
| **SUPERVISES:** | Not Applicable  |
| **DATE WRITTEN:**  | 15/04/2024 |
| **DATE APPROVED for Job Evaluation:**  | <dd/mm/yyyy> |

|  |
| --- |
| 1. **POSITION PURPOSE:**
 |
| 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. |

|  |
| --- |
| 1. **DUTIES & RESPONSIBILITIES:**
 |
| ***Category*** | ***Functions/ Tasks*** | ***% of Time Spent on each Category*** |
| **Strategic** | Not Applicable. | **-** |
| **Operational** | * 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 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.
 |  |
| **People** | * 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.
 |  |
| **Reporting** | * Ensure that vehicle insurance compliance is up to date.
* Report any accidents, vehicle repair or maintenance issues to the Transport Officer immediately.
* Report any traffic infractions / charges made by Police.
 |  |
| Performs related work as may be required by the job function.  |

|  |
| --- |
| 1. **KEY CONTACTS:**
 |
| ***Internal Contacts*** | ***External Contacts*** |
| * Transport Officer
* Administrative Officer II
* Senior Driver
* Finance Department staff.
* Staff from the various Units/Departments.
 | * Automobile workshops.
* River bridges/ferry crossings.
* Gas Stations.
 |

|  |
| --- |
| 1. **ACCOUNTABILITY TO:**
 |
| ***Who (Position Title)*** | ***What*** | ***How often*** |
| **Transport Officer** | * Plan trips, take instructions from, and provide feedback on the outcome of trips undertaken.
* Report any defects, challenges and/or damages to vehicle.
* Report any traffic infractions/charges made by Police.
* Report any complaints from staff about the use/operation of the vehicle.
* Provide receipts for fuel, lubricants, etc., purchased or collected from the gas station.
 | Daily |

|  |
| --- |
| 1. **SUPERVISORY RESPONSIBILITIES:**
 |
| * Not Applicable
 |

|  |
| --- |
| 1. **OUTPUTS:**
 |
| ***Outputs*** | ***How Often*** |
| * Transport staff in a timely and safe manner to their destinations.
 | Daily |
| * Timely collection and delivery of items for the Bureau.
 | Daily |
| * Maintenance of vehicle in a safe and roadworthy state at all times.
 | Daily |
| * Preparation of the Fuel Log and Overtime Form.
 | As required |

|  |
| --- |
| 1. **REQUIRED QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:**
 |
| ***Qualifications*** |
| * Atleast five (5) Caribbean Secondary Education Certificate (CSEC) subjects inclusive of Mathematics and English (Grade I – III).
* Valid driver's license for all classes of vehicles inclusive of car, van, and mini-bus, etc.
* Valid police clearance.
 |
| ***Experience***  |
| * A minimum of three (3) years’ experience as a Driver.
* Experience in Hinterland driving for at least two (2) years.
 |
| ***Knowledge, Skills and Abilities*** |
| * Working knowledge about vehicle repairs, maintenance and troubleshooting.
* Applied/Working knowledge on defensive driving.
* Applied/Working knowledge of road safety policies, procedures and regulations.
* Substantial/In-depth knowledge in operating various types of vehicles in differing terrains and conditions.
* Substantial/In-depth interpersonal skills.
* Applied/Working navigation skills.
* Applied/Working time management skills.
* Substantial/In-depth ability to follow requests, directions and instructions.
* Applied/Working ability to cooperate with other staff and work as part of a team.
 |

|  |
| --- |
| 1. **WORKING CONDITIONS:**
 |
| ***Mental Demands***  |
| * Regularly respond to immediate, urgent, and unexpected requests from supervisors and other staff.
* Occasionally interact with difficult or dissatisfied staff of other Units/Departments.
* High level of concentration, especially when driving amidst road heavy traffic, or on hinterland trails.
* Regularly needs to work overtime and on weekends when the need arises.
 |
| ***Physical Demands***  |
| * Regularly drive to hinterland locations, which may involve traversing difficult roads, trails, and river crossings.
* Regularly inspect vehicle, including underside, and extract vehicle in event of it stuck or blocked by natural items*.*
* Occasionally assist with loading/offloading of packages, furniture, office equipment, etc. amidst heavy traffic.
 |
| ***Environmental Conditions***  |
| * Regularly exposed to the sun’s rays and heated climate for extended periods of time
* Occasionally drive to distant locations during the night and under unexpected weather conditions.
 |