

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 conditions.
Job Responsibilities	• 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. • Practice defensive driving and operate vehicles in accordance with the road traffic laws, regulations and other safety protocols at all times. • Perform other related duties assigned.
Job Specifications	• A complete Secondary School Education. • Valid driver's license for all classes of vehicles inclusive of car, van, and mini-bus, etc. • At least three (3) years of experience. • Experience in Hinterland driving will be an asset. • Ability to work flexible hours. • Valid police clearance.