

JOB TITLE: DRIVER

JOB ID: T1358

Old JOB Number: 0

REPORTS TO: TRANSPORT OFFICER, SENIOR CLERK, ADMINISTRATIVE ASSISTANT
OR OTHER DESIGNATED OFFICER

Date revised: 1991-09-30

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:

- Drives one or more motor vehicles, viz, jeep, van or car in a careful and courteous manner.
- Transports officers, materials and equipment.
- Cares, maintains and services vehicles.
- Records details of journeys undertaken in log book.
- Keeps an inventory of tools and accessories.
- Performs other related duties.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Basic literacy and numeracy. Must be the holder of a valid driver's license for all classes of vehicles for at least three 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 under conditions in which there is a likelihood of accidents.

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