

DRIVER

Position Title: Driver

Employment Type: Regular

Date of Joining:

Division/section: HRA, Corporate Services Division

Reports to: HRA Manager

Supervises: None

POSITION OBJECTIVE:

Maintain and drive company vehicles.

TASK

- Follow relevant safety regulations and national laws governing vehicle operations and ensure that passengers follow safety regulations.
- Test vehicle equipment such as lights, brakes, horns, or windshield wipers, to ensure proper operation.
- Provide passengers with assistance entering and exiting vehicles, and help them with any luggage.
- Communicate with relevant supervisors in case of vehicle problems.
- Complete accident reports when necessary.
- Perform routine vehicle maintenance such as regulating tire pressure and adding gasoline, oil, and water.
- Any other job assigned by the management.

KNOWLEDGE

Driving – be a certified and licensed driver of appropriate category.

Automobile Engineering – Basic automobile engineering knowledge to perform routine vehicle maintenance.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies for protection of people, property.

Law – knowledge of relevant rules and regulation published by RSTA and Royal Bhutan Police.

COMPETENCY

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Integrity — Job requires being honest and ethical.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Adaptability/Flexibility — Job requires being open to change and to considerable variety in the workplace.

Quality of Work: Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.