



HEAD DRIVER – JOB DESCRIPTION

SALARY SCALE: (P6)

Overall Responsibilities

Reporting to the Administration Officer, the Head Driver will be required to schedule and assign vehicles in order to meet the transport needs of the Agency.

Specific Duties:-

- Maintains a roster of driver assignments
- Obtains authorisation for refuelling of the Commission vehicles
- Maintains checklists of routine motor vehicle maintenance and safety checks
- Maintains record of accessories for all motor vehicles
- Repair and Service PACRA Motor Vehicles.
- Ensure that Logbooks are recorded at all times and reviews logbook entries for each vehicle after each trip
- Report all accidents at all times.
- Ensure that all Vehicles are clean at all times.
- Monitor and keep a record of all movement of PACRA motor vehicles
- Drive members of staff to their assigned duties.
- Ensure mobility of motor vehicles for use by members of staff.
- Monitor and ensure that all drivers have validity driving licences at all times.
- Ensure that all Motor Vehicles are properly licenced and insured.

Qualifications

- Full Grade 12 School Certificate
- Crafts certificate in motor vehicle maintenance
- Class CE of Driver's License

Key Attributes and Skills

- Sober and mature character
- Ability to work under pressure.
- Ability to self-motivate and motivate a team.