

## Driver Job Description

**Position:** Driver (1) Positions.

**Report to:** Senior Procurement Officer

**Location:** Kampala

### **Purpose of the position:**

To drive authorized passengers, transport goods and services (information) and check the mechanical condition of the PEAS Uganda vehicle regularly and act accordingly in line with PEAS Uganda policies.

### **Key Outputs/Responsibilities.**

- Drive PEAS Uganda vehicles/authorized passengers to specified destinations as approved by the supervisor in line with PEAS Uganda vehicle usage policy.
- Deliver packages, goods and mails and any other information to specified people, places, and offices in line with PEAS Uganda policies.
- Check the vehicle status/condition e.g., engine oil, water, nuts, battery water, license, Third Party Insurance, brakes, tyre pressure e.t.c prior to any journey and carry out regular vehicle repairs e.g., correcting hard start, tightening bolts and nuts, topping up battery water, e.t.c in line with PEAS Uganda policy. Maintain the hygiene of the vehicle.
- Report all major and minor damages and accidents on the vehicle at hand to the supervisor in line with PEAS Uganda vehicle policies.
- Monitor the security of vehicle, authorized passengers, and luggage in line with the vehicle policy.
- Record and maintain a travel log to record areas travelled to, travel time, and work hours.
- Always maintain assigned vehicle in a clean state.
- Prepare and submit vehicle monthly reports in line with the PEAS Uganda Vehicle Policy.
- The driver shall strictly observe Traffic Rules and Regulation and maximum speed limit as prescribed by the traffic regulatory authority.
- Observe and maintain the regular working hours and at all-time park the vehicle at the designated parking area.

### **Qualifications: Education/Knowledge/Technical Skills and Experience.**

- Holds O' level certificate (Uganda Certificate of Education).
- Holds a valid driving permit.
- Has at least three years of driving experience for manual cars
- NGO background and in Emergency response is vital.
- Mechanical Knowledge is required.
- First Aid skills are required.
- Knowledge on safe road use is needed.
- Effective in written and verbal communication in English [and any other local language(s)].
- Ability to prioritize work in relation to need and urgency.
- A working knowledge of photocopier, computer and telephone preferred.
- The position requires ability and willingness to travel nationally.