**JOB DESCRIPTION- DRIVER**

**About this tool:** This is an example of a job description for a driver. This example should be adjusted to meet the needs of the organisation.

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| **Job description:** | **Driver:** |
|   |   |
| **Department:** | <enter department> |
| **Location:** |  <enter location> |
| **Line manager:** |  |
| **Subordinates:** |   |
| **General responsibilities:**  |   |
|  |   |
| **Area** | **Responsibilities** |
| **Driving vehicle** | Safe driving of <enter organisation name here> vehicle and following of <enter organisation name here> driving policy; including |
| * No unauthorised passengers
 |
| * No speeding
 |
| * Correct use of 4x4
 |
| **Services** | It is the responsibility of the Logistics Coordinator to provide training to the Driver on relevant tasks which would allow him/her to complete their work |
| **Logbook Maintenance** | * Completion of the Daily Vehicle Check List at the start of each working day
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| * Completion of vehicle logbook at the start and end of each trip
 |
| **Other Duties** | * Cleaning of vehicle daily
* Support in loading and unloading of the vehicle (including correct use of waybills when required)
 |
| **Other** | Undertake other duties that may be determined by the Logistics Coordinator. |
|   |   |
| **Indicative profile** |
| **Education** | Primary |
| **Languages** | English |
| **Experience** | Driving on normal roads and driving in 4 wheel drive, mechanical skills are advantageous |
| **Skills** | Computer Skills – including proficiency in Email, Microsoft Excel and Microsoft Word are an advantage |