

MISSIONS OF HOPE INTERNATIONAL

JOB DESCRIPTION

Position: Driver
Reports to: Customer Service & Logistics Officer
Supervises: None
Department: Finance and Administration
Grade:

Overall Job Purpose

The position is responsible for operation of a vehicle to ensure safe transportation of clients and goods from various destinations, ensure timely, efficient and safe transportation of authorized persons, deliveries, and maintain the state of the organization's vehicles in a clean and mechanically sound condition within the legal requirements of the Government of Kenya.

Duties and responsibilities:

a. Management and control of vehicles

- i. Ensure that the vehicle is maintained per the policies and regulations set by the organization.
- ii. Drive the vehicle for assigned errands and trips in a professional and safe manner.
- iii. Ensure that any goods and effects being transported by the vehicle are handled in a safe and cautious manner.
- iv. Ensure safe keeping of the vehicle both while at station and during trips.
- v. Pick up and drop off clients/ pupils and goods at regularly scheduled locations
- vi. Maintain order and discipline on the organizations' vehicles
- vii. Perform pre – trip and post trip inspections.

b. Maintenance of vehicle

- i. Keep the vehicle in good running condition daily and ensure that daily checks are performed (checks oil, water, battery, brakes, tires, etc).
- ii. Perform minor repairs and arrange for other repairs.
- iii. Ensure that any mechanical defects are detected and reported to the Supervisor in a timely manner.
- iv. Ensure that the vehicle undergoes regular maintenance checks and service.
- v. Ensure that the vehicle is kept clean and tidy at all times.
- vi. Ensure that the interior and exterior of the vehicles are always clean from dust, dirt, and that the vehicle tyres and body are always in good condition.
- vii. Maintain a functional standard tool kit, spare tyre, first aid box and fire extinguisher in the appropriate positions.
- viii. Report immediately to the supervisor any vehicle faults noted and coordinate rectification of the same as guided by the supervisor and vehicle repairs and maintenance policy and procedures.

c. Documentation and Record Keeping

- i. Maintain proper work ticket for vehicle usage and log all the trips, daily mileage, fuel consumption, oil changes, greasing, etc.

- ii. Maintain accurate, up to date records on trip sheets, incident reports, accident reports, vehicle condition reports and any other reports that are requested from the management.

d. Safety and Security

- i. Ensure the safety of all passengers being transported by the bus; follow safety rules as pupils, staff and clients are boarding and exiting the vehicle.
- ii. Ensure the vehicle has the necessary statutory requirements and documents are in place; first aid kit, fire extinguisher, inspection certificates etc.
- iii. Ensure that vehicle insurance policies are always valid and report to the supervisor at least one month in advance for their renewal.
- iv. Ensure pupils/students are aware of rules, regulations and guidelines for use of motor vehicle.

e. General Responsibilities

- i. Undertake delivery services and other messenger duties as directed
- ii. Support in other clerical duties as shall be directed by the supervisor
- iii. Support in inventory management by ensuring that goods received are safely kept in the store.

f. Perform any other duties as may be assigned by the supervisor from time to time

Academic Qualifications and Experience

- A minimum of 'O' level or high school of certificate of education
- Holder of AA driving certification of competency
- Minimum of 5 years of relevant work experience
- Must be a holder of a clean and valid driving license Class 'ABCE'
- Training with the National Youth Service will be an added advantage.

Competencies/Abilities/Skills Required

- Must have a certificate of good conduct.
- Must have ability to work and relate well with people from diverse background, and handles people in a firm but highly respectful manner.
- Able to communicate well in English and Kiswahili. Must be able to read and write both languages well.
- Demonstrate flexibility to work in diverse environments and under varying weather conditions.
- Willingness to adjust schedules or routes in response to changing circumstances.
- Must be a well-organized individual who is able to coordinate tasks well and complies with given instructions.
- Sufficient knowledge of rules and regulations of road transport of the country.
- Proven ability to undertake minor repairs.
- High level of motivation, integrity, commitment to Christian values and professionalism.