**Job Description**

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| **Job Title:** | **Driver** |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | **Transportation Officer** |
|  | |
| **Background:** | |
| Insert two to three sentences about what we are doing in the emergency. | |
| **Primary Function:** | |
| Safely operate vehicles to ensure the safety of all passengers, pedestrians, other drivers and the vehicle in town and on field missions. | |
| **Job Responsibilities:** | |
| 1. Conduct daily vehicle checks. 2. Document all travel in the vehicle log. 3. Signal actual or potential problems and / or threats to the Transportation Officer. 4. Keep vehicles clean inside and out, and ensure passengers do the same. 5. Secure the vehicles when not in use. 6. Perform minor maintenance and repair as required. | |
| **Supervisory Responsibilities:** | |
| None | |
| **Key Working Relationships:** | |
| **Internal:** | |
| Transportation Office; all CRS staff using vehicles. | |
| **External:** | |
| Partner staff | |
| **Competencies:** | |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless. 2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals. 3. Builds and maintains mutually beneficial relationships through solidarity. 4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission. | |
| **Qualifications:** | |
| **Required:** | |
| 1. Secondary-level diploma 2. 5 years experience driving professionally 3. Valid, current driving license with a clean driving record (no accidents) 4. Professional, courteous and punctual 5. Willing to work extended hours and weekends as needed 6. Willing and able to work in a team environment 7. Good working knowledge of all major local road networks and city | |
| **Preferred:** | |
| 1. Experience in mechanics | |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** | |