**Catholic Relief Services**

**JOB DESCRIPTION**

**JOB TITLE: driver**

**DEPARTMENT: VEHICLE MANAGEMENT UNIT (VMU)**

**SUPERVISOR: HEAD DRIVER / DRIVER MECHANIC**

**PRINCIPAL RESPONSIBILITIES:**

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| Safely operate vehicles to ensure the safety of all passengers, pedestrians, other drivers and the vehicle in town and on field missions. Conduct and document Vehicle Daily Inspection Checks. Document legibly and accurately all travel in the Vehicle Log Sheet. Have passengers sign Log Sheet after each trip. Signal actual or potential problems and / or threats to the Head Driver/Mechanic or Fleet Manager. Keep vehicles clean inside and out, and ensure passengers do the same. Secure the vehicles when not in use. Perform minor maintenance and repair as required. Be available as needed. |

**SuperviseS:** N/A

**OPERATIONAL contacts:** VMU; Programming staff; CRS and partner staff

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| **A. PRINCIPAL**  **RESPONSIBILITIES:** | **b. specifiC TASKS:** |
| 1. **Vehicle Management and Driving** | 1. Possess a valid local drivers license. 2. Pass an annual physical and eye exam. 3. Read and understand CRS Global and local policies and procedures related to vehicle management and driving protocols. 4. Respect local traffic laws and drive within CRS and locally-established speed limits. 5. Conduct **Vehicle Daily Checks**, and signal any actual or potential problems to the Driver Mechanic. 6. Ensure that vehicles have the appropriate tools and equipment on board to enable users to perform minor maintenance and repairs in the field. 7. Manage vehicles with care and use them with respect. Drive CRS vehicles in a safe and secure manner in accordance with local law and the policies of CRS. 8. Understand the basic operations and maintenance requirements of CRS vehicles so as to be able to operate them in a safe manner. 9. Ensure that vehicles are exclusively used by CRS staff, visitors, partners, and guests. 10. Do not accept unknown riders - particularly individuals carrying weapons, wearing military uniforms, or those linked to conflicts - inside CRS vehicles. 11. Allow only CRS employees to drive CRS vehicles unless approval has been obtained from the Head of Operations (HoOps) or designate in advance and in writing. 12. Identify to Fleet Manager Drivers of any vehicle that are under the influence of drugs or alcohol. 13. Verify that **passengers riding in CRS vehicles wear seat belts** at all times. Drivers are responsible for enforcing this rule in their vehicles, and shall not move until passengers comply. 14. Yield the right-of-way to other drivers, pedestrians, bicycle and motorcycle riders, even if progress is slowed. 15. Do not accept unknown parcels, baggage or other questionable loads into the vehicles. 16. Verify vehicle status the day before traveling out of town. Note that this task was carried out in the Vehicle Log Sheet. 17. Prior to going to the field: fuel the vehicle and check oil and lubricant levels; procure additional fuel as required for the mission; verify that all documents are in order and available in the vehicle glove box; ensure the jack is available and operational and that there is a lug wrench; check the status of the spare tire, and; ensure that a basic tool box, first aid kit, wench control and flashlight (with batteries) are aboard the vehicle. 18. Provide contact location to staff when in the field. 19. Carefully assess surroundings before parking, particularly at night. It is the driver’s responsibility to be attentive to potential threats. 20. When security and other condition allow, take a 15 minute break every 2 hours when driving and a 30 minute break after driving 4 or more hours. 21. Provide support to CRS staff and visitors in transporting materials and persons to project sites, including loading and unloading CRS vehicles as required. 22. Ensure vehicles are never used for personal reasons without the approval of the Fleet Manager or other senior manager. 23. **Legibly fill in Vehicle Log Sheets after each trip** with complete information; enter Log Sheet information into VMS database if requested. 24. **Ensure passengers sign Vehicle Log Sheets** after each trip as part of internal control measures. 25. Deliver and pick up materials and documents at offices and businesses in a professional and courteous manner, as per the guidance of the Fleet Manager and Procurement Officer. 26. Ensure the safety and comfort of passengers at all times. 27. Notify the Fleet Manager or designate of any movement of any vehicle from the office, any deviation from the planned route of travel, or changes of schedule. 28. Inform the main CRS office of any danger – immediate or potential – to the security of CRS staff or equipment due to demonstrations / riots in town, roadblocks, requisitions of vehicles by armed persons, shooting, etc. in order to alert staff. 29. Accept shifts / schedules as assigned by Fleet Manager. |
| 1. **Other:** | 1. Other relevant tasks as assigned by supervisor. |

**qualifications:**

1. Secondary-level diploma

* 5 years experience driving professionally; experience in mechanics desired
* Valid, current driving license with a clean driving record (no accidents)
* Can pass physical and eye exam
* Verifiable references
* Professional, courteous and punctual
* Willing to work extended hours and weekends as needed
* Willing and able to work in a team environment

1. Good working knowledge of all major local road networks and city streets