**Catholic Relief Services**

**JOB DESCRIPTION**

**JOB TITLE: HEAD DRIVER / driver mechanic**

**DEPARTMENT: VMU**

**SUPERVISOR: Fleet Manager**

**PRINCIPALS RESPONSIBILITIES:**

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| Schedule drivers and vehicles. Ensure the efficient and cost-effective maintenance and repair of the CRS fleet. Manage stocks of equipment, supplies and parts; maintain parts inventory. Draft maintenance plans and ensure their implementation. Prepare maintenance and repair reports for submission to the Fleet Manager and other individuals as requested. Collaborate and coordinate with various CRS staff to ensure effective and efficient use, care and maintenance of the fleet. Gain competency with VMS. Train VMS data entry personnel, and monitor performance. |

**SuperviseS:** Drivers

**OPERATIONAL contacts:** Head of Operations (HoOps); Procurement Officer; Department Managers; local vehicle-related vendors and service providers.

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| **A. PRINCIPAl** **RESPONSIBILITIES:** | **b. specifiC TASKS:** |
| 1. **Guarantee the efficient and effective maintenance and repair of the CRS fleet and other motorized equipment.**
 | 1. Assist with administrative duties as tasked by Fleet Manager and/or HoOps.
2. Draft **monthly vehicle maintenance plans** and ensure their implementation.
3. In collaboration with the Fleet Manager, notify all departments of planned maintenance schedules at least one (1) week in advance.
4. Ensure that all vehicles have the appropriate and required tools and equipment on board to enable users to perform minor maintenance and repairs in the field.
5. Verify that **Vehicle Daily Checks** are conducted, and signal any actual or potential problems to the Fleet Manager.
6. Prepare a monthly “consumable” vehicle parts request, as appropriate.
7. Ensure the timely delivery of vehicles scheduled to undergo regular maintenance to garage facilities and their rapid return to CRS. Monitor progress on the maintenance and repairs of vehicles at service facilities. Ensure all paperwork related to vehicle maintenance and repair is completed as per standard operating procedures.
8. **Manage the repair and/or maintenance of vehicles** in accordance with work orders submitted by the Fleet Manager. Ensure that **all required forms are filled out correctly** and regularly, and submitted to the proper individual.
9. If additional work on a vehicle is required - or if the return time cannot be honored - notify promptly the Fleet Manager and department managers. Document the additional problems encountered and provide a report to the Fleet Manager.
10. Ensure that work completed by service providers is finished promptly and at cost.
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| 1. **Train drivers and other users.**
 | 1. With Fleet Manager, **design and implement orientation, testing and training sessions for Drivers and Authorized Users** on road safety and security, basic maintenance and repair.
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| 1. **Vehicle Management and Driving**
 | 1. Possess a valid local driver’s license.
2. Pass annual physical and eye exams.
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 established speed limits.
5. Conduct Vehicle Daily Checks, and signal any actual or potential problems to the Fleet Manager.
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 project vehicles unless approval has been obtained from the 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 drivers ensure that passengers riding in CRS vehicles wear seat belts at all times. Drivers are responsible for enforcing this rule in their vehicles.
14. With assigned drivers, verify vehicle status the day before traveling out of town. Note that this task was carried out in the Vehicle Log.
15. 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.
16. Provide contact location to staff when they are in the field.
17. Provide support to CRS staff and visitors in transporting materials and persons to project sites, including loading and unloading CRS vehicles as required.
18. Ensure vehicles are never used for personal reasons without the approval of the Fleet Manager or other senior manager.
19. Ensure drivers/users fill in **Vehicle Log Sheets** after each trip with complete information, and that writing is legible; **enter information into VMS database** as requested when Log Sheets or other data is submitted for data entry.
20. 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.
21. 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.
22. Accept shifts / schedules as assigned by Fleet Manager.
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| 1. **Evaluate ability of drivers.**
 | 1. Verify that drivers possess a minimum level of competence to maintain vehicles in order to guarantee their personal security and that of any passengers, and the protection of the equipment. **Conduct driving and mechanics tests** upon request of the Fleet Manager. Document those tests and include a copy in the Driver’s file.
2. Regularly evaluate the ability of drivers to perform minor maintenance and repairs on vehicles; make recommendations for further training or other actions required to guarantee minimum standards. **Document for the Driver’s file** as necessary and appropriate.
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| 1. **Other:**
 | 1. Other relevant tasks as assigned by supervisor.
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**qualifications:**

1. Secondary-level diploma
2. Significant relevant training or experience in vehicle mechanics
* 5 years experience driving professionally; experience in logistics desired
* Valid, current driving license with a clean driving record (no accidents)
* Can pass physical and eye exams
* 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