

## **JOB DESCRIPTION**

### **DRIVER WITH VEHICLE**

**Position** : **Driver with Vehicle**  
**Vehicle Type** : **Minibus (11) Passengers**  
**Reports to** : **Supply Chain Department**  
**Location** : **Der Ezzor office**  
**Program** : **BHA**

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#### **I. JOB FUNCTION/ DESCRIPTION:**

Provide a Modern vehicle (**Minibus / Van**) of the model of Year 2017 and above, (11 Seats) with **Driver**, including (Fuel, Maintenance, Communication, per dieum, spare parts and other expenses) with **UNLIMITED KM** moving within the base location to all other locations in Northeast SYRIA assigned by the Organization in additional to the following functions:

1. Pick up and drop off employees at different locations.
2. Inspect vehicles for mechanical items and safety issues and perform preventative maintenance.
3. Plan routes and meet delivery schedules.
4. Document and log work/rest periods and kilometers spent driving and retain fuel/toll receipts.
5. Comply with truck driving rules and regulations (size, weight, route designations, parking and break periods) as well as with organization policies and procedures
6. Kept passengers clued-up of likely delays.
7. Replied passengers' queries regarding schedules, routes, and transfer points
8. Collect and verify delivery instructions
9. Report defects, accidents or violations
10. Working hours, shall consist of (8) hours per day (lunch breaks are not included), mean (40) hours per week, which will be determined in accordance with the interests and necessities of BLUMONT. The week shall consist of **(7) Seven working days (Saturday - Friday)**.

#### **II. REQUIRED EDUCATION & EXPERIENCE AND SKILL:**

1. Proven work experience as a minibus driver not less than (02) Two years
2. Valid vehicle registration documents, and driving license not less than type D.
3. Ability to drive long hours and travel regularly
4. Extensive knowledge of applicable bus driving rules and regulations
5. No recent moving or driving violations
6. Adaptability and foresight to handle unexpected situations (traffic, weather conditions etc)

### **III. TERMS AND CONDITIONS**

**All vehicles should have the following equipment as a minimum:**

#### **FIRST: SAFETY**

- Comprehensive first aid kit
- Fire extinguisher fixed in the car with expire no less than (6) months
- Warning triangle
- Rolling seat belts for all seats
- Headrests all seats
- Padlock for a spare wheel
- Radial tires
- Rope for towing/pulling

#### **SECOND: OTHER EQUIPMENT**

- Basic spare parts packages containing (light bulbs, oil filters, wipers, and other items for day-to-day maintenance).
- Tool kit for minor repairs/maintenance with high lifted jack, wheel brace, etc.
- Valid registration for vehicles with plate number
- Valid driving licenses for driver
- Adhere to all traffic condition in NES
- Driver will be responsible for any maintenance, accident if any
- Driver must adhere/ensure cleaning inside/outside vehicle by daily
- Driver/contractor must sign waiver letter in case of any accident, damage & stole
- Driver must have 5 years of experience driving multi vehicles
- Driver must have clearance/not wanted by local authority
- Driver must have ability to speak Kurdish /Arabic language
- Full knowledge of roads in NES
- Air conditioner



I have received a copy of this Job Description and understand that by signing below, I am accepting all responsibilities as outlined above. Failure to comply with the requirements of this Job description may result in disciplinary action and/or dismissal.

• **DRIVER WITH VEHICLE:**

**Signature** : .....

**Date** : .....

**Name** : .....

• **IMMEDIATE SUPERVISOR**

**Signature** : .....

**Date** : .....

**Name** : .....