

**Position Title: Heavy Vehicle Driver**

**Reporting to:** Motor Transport Officer (MTO)

**Salary:** As per Company Pay Structure

**Eligibility Criteria:**

1. **License:**
  - Must possess a valid driver's license for both heavy and light vehicles.
2. **Education:**
  - Minimum education level of Class VIII pass.
3. **Experience:**
  - At least 1 year of experience driving heavy or light vehicles.
4. **Skills:**
  - Strong knowledge of vehicle operation, maintenance, and road safety practices.
  - Familiarity with local and national traffic regulations.
  - Basic troubleshooting skills for vehicle issues.
  - Ability to maintain a clean driving record and adhere to company transportation policies.

**Professional Skills Expectations:**

The Heavy and Light Vehicle Driver is expected to demonstrate the following professional competencies:

- **Vehicle Operation:**

Proficient in operating both heavy and light vehicles, ensuring safe, timely, and efficient transportation of goods, personnel, and materials.
- **Vehicle Maintenance Knowledge:**

Familiarity with vehicle maintenance routines, such as pre-trip inspections, basic troubleshooting, and routine maintenance tasks, ensuring the vehicle remains in optimal working condition.
- **Road Safety Compliance:**

Strong understanding of road safety laws, traffic regulations, and company-specific driving guidelines. Ability to apply these rules to ensure safe driving practices at all times.

- **Emergency Preparedness:**  
Ability to handle minor vehicle malfunctions and respond to emergency situations, with a clear understanding of when to report major issues to the Motor Transport Officer.
- **Record Keeping and Reporting:**  
Competence in maintaining detailed records of vehicle use, including mileage, fuel consumption, maintenance needs, and trip logs. Ability to report this information regularly to the MTO.

## Personnel Skills Expectations:

In addition to technical skills, the Heavy and Light Vehicle Driver should possess the following interpersonal and organizational skills:

- **Communication Skills:**  
Effective verbal communication skills to follow instructions from the MTO and coordinate with other team members or departments.
- **Responsibility and Accountability:**  
High level of responsibility and accountability for the safety and condition of the vehicle. Ability to follow schedules, routes, and safety protocols as directed by the MTO.
- **Attention to Detail:**  
Close attention to detail when performing vehicle inspections and maintenance checks to identify potential issues before they become serious problems.
- **Punctuality and Reliability:**  
Ability to follow schedules and arrive on time for assigned duties. Reliable in performing the necessary driving tasks consistently.
- **Teamwork and Coordination:**  
Willingness to cooperate and coordinate with other team members, including the MTO and other drivers, to ensure smooth operations and effective transportation.

## Roles and Responsibilities:

Under the supervision of the Motor Transport Officer (MTO), the Heavy and Light Vehicle Driver is responsible for the safe and timely transportation of goods, materials, and personnel. Key responsibilities include:

**1. Vehicle Operation:**

- Operate assigned heavy and light vehicles to transport personnel, equipment, and materials as required, ensuring safety, efficiency, and compliance with all relevant regulations.

**2. Safety Compliance:**

- Strictly adhere to all road safety regulations, traffic laws, and company transportation guidelines. Follow safety procedures to ensure the safe operation of the vehicle and safety of all passengers and cargo.

**3. Maintenance Checks:**

- Conduct daily pre- and post-trip inspections of the vehicle, checking for safety, performance, and maintenance needs (e.g., tire pressure, oil levels, brakes, lights, and other essential systems). Report any issues to the MTO immediately.

**4. Record Keeping:**

- Maintain accurate and detailed records of vehicle usage, including mileage, fuel consumption, trip logs, and maintenance reports. Submit regular updates to the MTO.

**5. Basic Maintenance:**

- Perform basic vehicle maintenance tasks, including refueling, cleaning, and ensuring that the vehicle is in a roadworthy condition. Ensure that the vehicle is ready for the next assignment.

**6. Emergency Preparedness:**

- Be prepared to manage minor vehicle repairs (e.g., flat tires, minor mechanical issues) and report major malfunctions or safety concerns to the MTO promptly for resolution.

**7. Coordination:**

- Follow all instructions provided by the MTO regarding routes, schedules, and safety procedures. Coordinate with other team members and drivers as necessary to ensure timely delivery and pick-up operations.