

Terms of Reference for Driver

1. Position: Driver

2. Place of posting: Paro

3. Report to: Manager, Paro Exchange

4. No. of position:1 (one)

5. Major Job Responsibilities:

- ✓ Drive/operate the vehicle in a manner that is safe, reliable and efficient.
- ✓ Transport passengers or goods safely to their destination.
- ✓ Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations.
- ✓ Carry out minor repairs and maintenance of the vehicle on a routine basis.
- ✓ Report to the immediate supervisor of any vehicle faults and necessary repairs.
- ✓ Maintain log book, movement orders, etc on a daily basis and renew all necessary documents on time.
- ✓ Keep the vehicle clean and tidy at all times.
- ✓ Personal presentation, especially when transporting passengers must be clean, tidy and professional at all times.
- ✓ Any other tasks assigned by Supervisor in the best interest of the Company.

Qualification/Skills:

- ✓ Class VI and above
- ✓ Should have medium vehicle driving license.

Remuneration:

Grade/Cadre	Pay Scale	Allowance
Driver	11,580-290-17,830	Corporate Allowance 20% PBVA= 15%