

## 1. Terms of Reference

### **Terms of Reference - Driver**

As a bus driver you will play a crucial role in ensuring smooth and efficient transportation services to the college employees, students, and visitors including special events and park-and-ride operations. Your commitment to passenger safety will be of utmost importance as you transport individuals on official work trips, evenings and weekends. If you enjoy driving and thriving in a flexible environment, this position is perfect for you.

#### **Essential Duties and responsibilities:**

1. Drives a college-owned vehicle, providing safe and efficient transportation to the college community and visitors.
2. Conducts regular/routine vehicle inspections and performs necessary maintenance to uphold vehicle performance and safety standards.
3. Adheres to all traffic regulations, demonstrating courteous and responsible driving practices at all times.
4. Prepares and submits accurate reports include passengers/ trip counts, hours worked, mileage and fuel consumption data.
5. Promptly reports delays, accidents, or transportation related incidents to relevant supervisors/ appropriate authorities.
6. Maintains a clean and tidy vehicle, presenting a professional image to passengers and visitors.
7. Keeps a well organized and up to date vehicle log book, recording daily activities meticulously.
8. Performs miscellaneous job-related duties as assigned

#### **Skills required:**

1. Ability to communicate effectively in Dzongkha & English.
2. Ability to deal tactfully and patiently with passengers and remain calm in stressful driving situations
3. Ability to understand and follow safety procedures.
4. Ability to enforce basic passenger safety.
5. Excellent driving record in all types of weather.
6. Ability to safely and efficiently operate a loaded passenger vehicle.
7. Knowledge of basic vehicle inspection and preventive maintenance.
8. Be reliable and timely.

**Reports to:** The driver will report to the Administrative Officer or to any other person as may be communicated from time to time.