



Terms of Reference
Driver
WWF - Pakistan

Department	:	Administration
Reporting to	:	Officer / Assistant Administration
WWF - Pakistan Salary Grade	:	A1
Positions	:	Multiple

Duties & Responsibilities

- Responsible to look after the vehicle and make sure it should remain in order all time, ensuring punctuality as well.
- Ensuring punctuality and safe transport;
- Ensuring vehicle regular/day-to-day maintenance checks: checking oil, water, battery, brakes, tyres etc.
- Ensuring procedural rules and requirements are followed in case of any accident, involving office vehicle.
- Ensuring availability of all the required documents in the vehicle.
- Responsible to keep vehicle neat and clean all the time.
- Performing minor repairs and arranging appropriate resource for other repairs, also perform periodic vehicle inventory checks.
- Strictly following the dress code of WWF-Pakistan.
- Checking the Fuel, Engine oil, water and other parts (including both body and engine spare parts) of respective vehicle - before using it. Timely change the oil and parts as required.
- In case of any fault in the vehicle or road accident, immediately inform respective supervisor and respective Administration personnel at the WWF office.
- In case of observing any fault in the vehicle, immediately informing respective supervisor or Administration personnel at the WWF office - before replacing the affected part(s) or getting them repaired.
- During the field visits carrying first aid medicines, fire extinguisher and necessary safety equipment.
- Preparing and submitting vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month.
- Maintaining mileage logs and completing pre-trip inspection.
- Choosing best routes to destinations by using maps and GPS [Optional]
- Observing the road and traffic laws and regulations of the Government of Pakistan.
- Responsible for the safety and proper use of the vehicle.
- Maintaining the log book and getting it signed regularly by the respective supervisor after coming back to the office.

Selection Criteria

Education & Experience

- Matriculate [Secondary Education] Preferred
- At least 2 years of relevant experience after issuance.

Skills & Attributes

- Medically fit as per prescribed criteria for the position.
- Good knowledge of local languages and
- Familiarity with the geography and roads network of the designated area.
- Familiarity of working environment in development organizations.
- Ability to read and write English and Urdu.
- Ability to travel in the field in difficult driving conditions.

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