Terms of Reference
Driver
WWF-Pakistan

Reporting to : Finance & Administration Officer
Grade / Title : A-1
Duty Station : WRAP offices in GB and KP
Siran, Mansehra

Employment Contract : Long Term
Work Week : 5 (Monday to Friday) Days - 40 hrs / week
Work Hours : 0830 hrs to 1715 hrs

Job Summary
The position will be responsible for driving and maintenance of office vehicle for travelling according to office requirements.

Duties and Responsibilities

1. Carries out driving duties as instructed by the Admin Assistant/Officer or the person designated as substitute.

2. No service vehicle will be driven unless authorised by the supervising personnel.

3. Unauthorised persons should never be taken into a WWF vehicle.

4. Checks weekly vehicle schedule for the office (project, transport needs), prepares necessary plans / arrangements and reports on changes.

5. Maintains the relevant forms (Vehicle Logbook and Vehicle Fuel Forms) assigned to each of the WWF vehicles and to submit them to the Admin Staff at the end of each month.

6. Carries mobile phone at all times, switched on and charged.

7. Carries WWF contact card.

8. Ensures that the vehicle(s) allocated are checked on a daily basis (Monday to Friday) concerning fuel, water, oil and other fluids, tyre pressure and any damage/repair requirements (which are to be reported to Administration for action).

9. Suggests and reports on appropriate services or repairs.

10. Ensures that all equipment and accessories and in good order.

11. Ensures that allocated vehicles are kept clean and the interiors tidy.

12. The driver is responsible for all loading and unloading of goods into the vehicle and ensures their security and condition while in the vehicle.

13. Reports any accident or driving incident, even minor, to the immediate supervisor as quickly as possible and completes necessary reports.

14. Obey all road traffic regulations, including the wearing of seat belts.

15. The driver must ensure that he is in possession of a driving licence when on driving duties.

16. The payment of speeding, parking and other road traffic offence fines is the driver's responsibility.

17. The driver should note that when he is personally responsible for an accident, a sanction could be imposed.

18. Driving the office vehicle according to supervisor's instructions for office duty.
19. Maintenance of vehicle in excellent condition. Maintenance of Log Book on daily Basis. Cleaning the office vehicle on daily basis. To assist the field staff during official activities in loading/unloading luggage.

**Selection Criteria**

**Education, Experience & Working Knowledge**
1. At least Matric.
2. Must have LTV Driving License with Three year driving experience.
3. Must have ability to read and write.

**Skills & Attributes**
1. Good communication skills.
2. Should have good knowledge of vehicles and their parts.
3. Excellent written/spoken Urdu; other local languages will be an advantage.

HR department : Signature / Date-------------------------------
Senior Director Operations : Signature / Date-------------------------------
Acknowledged by Employee : Signature / Date-------------------------------

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