



JOB DESCRIPTION

Position:	Driver
Location of position:	Various Locations
Reporting to:	Team Leader Fleet

OBJECTIVES

Provide full-time driving and administration support to all staff.

Specific Accountabilities

- Drive vehicle for official travel and business, or as requested by the Team Leader Fleet;
- Arrange FRA fleet service;
- Ensure punctuality and safe transporting of all staff to their respective destinations;
- Adhere all road / traffic laws and regulations to ensure that safe driving practices are maintained;
- Conducts weekly inspection of company fleet and ensures the vehicles at all times has a current warrant of fitness and arranges for vehicle fitness renewal;
- Ensures vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, condition checks for brakes and tyres, etc.;
- Conduct minor repairs e.g. replace bulbs, change tyres etc.;
- Report defects to Team Leader Fleet promptly and ensures that vehicles are serviced regularly;
- Ensures all FRA vehicles are secured at all times;
- Assist the Team Leader Fleet to ensure vehicle insurance and registration is updated according to schedule;
- Arrange registration renewals
- Maintain a Log of all trips, daily mileage, oil changes, etc.;
- Ensure vehicle are equipped with proper equipment;
- Conduct Driver Test as delegated by Team Leader Fleet;
- Conduct Vehicle Test as instructed by Team Leader Fleet;
- Attend to vehicle breakdowns;
- Assist in vehicle allocation;
- Ensure FRA vehicles are clean inside and out;



- Assists in Photocopying, filing, handling mail, delivering goods and correspondences, carrying parcels, packages, and delivery and collection of official documents as per required;
- Delivery of Board Papers and Contract documents for signing;
- Assist technical staff and inspectors in field work where possible;
- Maintain high standard of customer service to both internal and external customers;
- Compile mileage report and submit to Team Leader Fleet on a monthly basis;
- Compile service and maintenance report and submit to Team Leader Fleet on a monthly basis;
- Assist Team Leader Fleet in ensuring FRA vehicles are marked;
- Assist Team Leader Fleet in ensuring FRA vehicles are marked;
- Ensure FRA vehicles driven by personnel on provisional licence have the 'P' sticker clearly displayed on the front windscreen and rear glass/screen;
- Ensure FRA vehicles have fully replenished First Aid Kit and PPE;
- Ensure cleaning equipment for FRA vehicles are available in FRA depot;
- Collect fuel receipts and submit vehicle/fuel usage report to Team Leader Fleet on a monthly basis.

Additional Responsibilities

- Perform any other duties as directed by the Manager, Head of Department or CEO.

COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions of FRA and its Contractors and other agents are at all times in accordance with law;
- Ensure that your actions are within such powers as may have been delegated by the Authority;
- Compliance at all times with FRAs Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the FRA or the CEO may make; and
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.



Emergency Management

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

Organisational Performance

- Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

General Management

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the FRA assets are being managed in the most effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;
- Protection of FRA's intellectual property rights;
- Protection of FRA's reputation; and
- Good public relations.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in March each year– following submission of the Annual Report to the Minister (in April):



The Team Leader Fleet will appraise the Driver - Central which will be reviewed by the Chief Financial Officer.

POSITION SPECIFICATION

- Full driving licence- class 2, 6, 7, 9 (Manual is preferred);
- Successfully completed Defensive Driving Course.
- Diploma light or heavy automotive engineering qualification is strongly desirable;
- 5 - 7 years' experience in a similar role in: -
 - i. A reputable organisation;
 - ii. Vehicle servicing;
 - iii. Vehicle Inspection;
 - iv. Identifying vehicle defects;
 - v. Minor electrical repairs (changing bulbs, battery service, read and interpret engine check lights);
 - vi. Minor mechanical repairs (changing bushings, changing wiper refills, tyre repairs, service and adjust brakes);
 - vii. Vehicle registration renewal.
- Ability to drive for long hours, work weekends and public holidays if required;
- Well versed with Fiji's road network;
- Effective written and oral communications skills;
- Mobility;
- Customer and Result Oriented.

This job description has been approved by:

Name	
Designation	
Signature	
Date	