



## Senior Driver

**Job Title:** Senior Driver (3 Positions)

**Organization:** Innovative University of Enga

**Department:** Vice President-Administration

**Location:** Innovative University of Enga Campuses

**Reports To:** Fleet Manager / Chief Mechanic / Director of Facilities

**Employment Type:** Full-Time

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### Job Summary

The **Senior Driver** at the Innovative University of Enga is responsible for providing safe, reliable, and efficient transportation services for university staff, students, and official visitors. The position involves operating university vehicles, ensuring vehicles are properly maintained, coordinating transport schedules, and assisting in supervising other drivers when required.

Three (3) Senior Drivers will support transportation operations across the university's campuses and official activities.

### Key Responsibilities

#### 1. Safe Transportation Services

- Operate university vehicles safely and responsibly for official assignments.
- Transport university staff, students, guests, and visitors to designated locations.
- Ensure adherence to traffic laws, road safety regulations, and university policies.
- Maintain a professional and courteous attitude when interacting with passengers.

## **2. Vehicle Care and Maintenance**

- Conduct daily inspections of assigned vehicles to ensure they are in good working condition.
- Check fuel, oil, tires, brakes, lights, and other essential components before trips.
- Report mechanical problems, damages, or safety concerns to the Chief Mechanic or Transport Manager.
- Ensure vehicles are clean, well-maintained, and presentable at all times.

## **3. Transport Coordination**

- Assist in organizing transportation schedules for university activities, meetings, and field trips.
- Coordinate with the Transport Office regarding vehicle availability and assignments.
- Ensure timely arrival and departure for scheduled trips.

## **4. Supervisory Support**

- Provide guidance and support to junior drivers when required.
- Assist the Transport Manager in monitoring driver performance and vehicle usage.
- Promote safe driving practices among all drivers.

## **5. Record Keeping and Documentation**

- Maintain accurate logbooks for vehicle usage, mileage, fuel consumption, and maintenance records.
- Submit travel reports and vehicle inspection reports as required.
- Report any incidents, accidents, or vehicle damages promptly.

## **6. Safety and Compliance**

- Follow all road safety regulations and university transport policies.
- Ensure the safety of passengers and cargo during transportation.
- Assist in emergency situations and ensure proper incident reporting procedures are followed.

## **7. Operational Support**

- Assist with logistical support for university events, field activities, and official visits.
- Support transportation needs for conferences, ceremonies, and academic programs.
- Perform other transport-related duties as assigned by the Transport Manager.

## Qualifications and Experience

- Minimum **High School Certificate or equivalent**.
- Valid **professional driver's license** for operating light and heavy vehicles.
- Minimum **5 years of professional driving experience**, preferably in an institutional or organizational setting.
- Experience driving buses, utility vehicles, and four-wheel-drive vehicles is desirable.
- Good knowledge of road networks and driving conditions.

## Skills and Competencies

- Excellent driving skills and strong knowledge of road safety.
- Ability to supervise and guide junior drivers when needed.
- Strong sense of responsibility, reliability, and punctuality.
- Good communication and interpersonal skills.
- Basic knowledge of vehicle maintenance and troubleshooting.
- Ability to work flexible hours when required.

## Working Conditions

- Work involves **frequent driving and travel** between campuses and external locations.
- May require working **early mornings, evenings, weekends, or holidays** depending on university activities.
- Must be physically fit and able to handle long driving hours.

## Key Performance Indicators (KPIs)

- Safe driving record and compliance with traffic regulations.
  - Proper maintenance and cleanliness of assigned vehicles.
  - Punctuality and reliability in transport services.
  - Accuracy in vehicle logbooks and reports.
  - Support and coordination with other drivers and transport staff.
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