

	<b>CIVIL SERVICE OF JAMAICA</b> <b>JOB DESCRIPTION &amp; SPECIFICATION</b>	
	<b>Ministry/Entity: MINISTRY OF JUSTICE</b>	
	<b>Job Title</b>	Driver
	<b>Job Grade</b>	LMO/DR 1
	<b>Post Number</b>	304919
	<b>Department</b>	Legal Aid Council
	<b>Unit</b>	Human Resource Management
	<b>Reports To:</b>	Human Resource Management and Administrative Manager
	<b>Direct Reports</b>	N/A
	<b>Indirect Reports</b>	N/A

This document is valid as an accurate and true description of the job signified below.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date

### **Job Purpose**

The incumbent is responsible for the safe operation and maintenance of the vehicle to ensure safe custody and transport of personnel and delivery of mails island wide, on behalf of the Legal Aid Council, operating in accordance with the Road Traffic Act.

### **Key Output**

1. Personnel transported,
2. Documents dispatched,
3. Vehicle maintenance schedule monitored,
4. Logbook updated and maintained,
5. Vehicle defects reported,
6. Vehicle records submitted for reconciliation.

### **Key Responsibility Areas**

1. Transports staff to authorized locations as scheduled or as directed by Supervisor,
2. Dispatches mails twice daily to locations within the Corporate Area and St. Catherine,
3. Collects mails, bills, packages, and other documents on behalf of the Council,
4. Ensures mails are accounted for,
5. Ensures vehicle is serviced when required, submitting relevant documentation to Supervisor,
6. Takes vehicles to the Transport Licensing Authority for Certificate of Fitness to be granted,
7. Updates the Daily Assignment Motor Vehicle Logbook as it relates to duties carried out;
8. Coordinates schedule for major and periodic repairs and maintenance of vehicle to minimise service disruptions,
9. Maintains service schedule of vehicle,
10. Conducts routine vehicle checks prior to daily routine,
11. Submits gas receipts, gas card, key, and work/ log sheet daily,
12. Monitors vehicle documents and ensures they are kept current,

13. Reports vehicle defects, accidents/incidents to supervisor within same day of occurrence,
14. Operates vehicle in accordance with the Road Traffic Act.
15. Parks vehicles on compound at the end of each day, unless otherwise directed,

### **Other Responsibilities**

Performs other related functions assigned from time to time by the supervisor.

### **Key Performance Standard**

- Personnel are transported timely and safely,
- Documents are dispatched as directed and properly accounted for,
- Vehicle maintenance schedules are monitored and adhered to,
- Logbook updated and maintained in keeping with established standards,
- Vehicle defects are accurately and timely reported,
- Vehicle records are submitted according to policy.

### **Required Competencies**

#### **Technical**

- Knowledge of the Road Traffic Act
- Knowledge of geographical layout
- Driving skills

#### **Core Competencies**

- Interpersonal relations skills
- Customer and quality focus
- Sound judgement

**Special Conditions**

- Extended work hours
- Required to travel Island wide.

**Minimum Qualification**

- Secondary or High School Diploma/Certificate
- Three (3) years' experience in a similar position
- Possession of an Open General Drivers Licence
- Approved by the National Works Agency to operate motor vehicle,

**Authority**

- Recommend alternative vehicle care strategies.