

JOB DESCRIPTION

POSITION TITLE	DRIVER
DEPARTMENT	ADMINISTRATION
REPORTING TO	MANAGER TRANSPORT
DIRECT REPORTS	SUPERVISOR- TRANSPORT
LOCATION	ALL STATION

PRIMARY OBJECTIVE

To transport passengers and Company properties to and fro assigned destinations safely and Comfortably.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- Drive minibus, pickup van or other light goods vehicles to transport client, company personnel, goods and services.
- Drive vehicles according to assigned schedules.
- Assist passengers into and out of vehicles when necessary.
- Secure passengers' wheelchairs and other obscure items in order to stabilize wheelchairs during trip.
- Operate two-way radios or similar devices to communicate with base stations or other vehicles for necessary information purposes.
- Maintain, clean and service vehicles, carry out routine checks on assigned vehicles
- Keep records of trips and behavior of passengers.
- Perform other duties when not driving, such as departmental administrative duties.

QUALIFICATION/EXPERIENCE

- Qualifications / Education, minimum of Secondary School leaving certificate (SSCE/GCE)
- Good Knowledge of Nigeria Road network
- A minimum of 5 years' experience as a driver, in a similar industry, will be an added advantage.

PERSON SPECIFICATIONS

- Extensive knowledge and experience in driving minibus, pickup van or other good light vehicles.
- A Valid driver's license.
- Must have excellent interpersonal skills
- Must be a team player
- Must be well groomed and organized.
- Fluent in English (Reading and writing)

WORKING RELATIONSHIPS

- Head of Corporate Services
- Head of Administration
- Transport Manager
- Transport Head/Supervisors
- Fellow drivers
- Employees.