# Terms of Reference (ToR) for Driver cum Messenger

**Job Description:** To provide an efficient, reliable and safe driving and vehicle maintenance service to the organization, and to assist with other office duties as required.

**Responsibilities of the driver:**

* Drive/operate the vehicle in a manner that is safe, reliable and efficient.
* Carry out office errands like collecting and dropping documents/letters, bank deposit and withdrawals, checking mailbox & maintaining mail delivery register
* Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations.
* Maintain office vehicles, ensure that all necessary mechanical checks (oil, fuel, tyre pressure, brakes, etc) and regular servicing are carried out effectively
* Report to the immediate supervisor of any vehicle faults and necessary repairs.
* Maintain the log book, movement orders, etc. on a daily basis and renew all necessary documents on time.
* Keep the vehicle clean and tidy at all times.
* Assist with other official duties, when not driving.
* Make sure no vehicle will be moved out of the station without prior permission from the AFD

**Education & Experience Criteria**

* Age limit: 18 -39 years during the time of application
* Must have a minimum of Class X pass with driving certification from a recognized driving institute
* At least 3 years of driving experience
* Valid RSTA approved driving license for light vehicle
* Knowledge and experience in operating and maintaining a light vehicle
* Ability to follow both written and oral instructions
* No alcohol, drug or criminal record
* Good personal hygiene and pleasant disposition
* Willingness to work a flexible schedule
* Consistent attention to travel and geographic details (location, time, weather etc.)
* High integrity

Selected candidate will be placed in BCCI grade as per the Service Rule

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