

JOB DESCRIPTION

A. Particulars

Job Title	Personal Driver	Department/Section	Human Resources
Immediate Superior	Human Resources Manager		

B. Job Scope/Summary

The major responsibility of a personal driver is to convey his/her employer to places as instructed. This incorporates driving him or her to work and occasions.

C. Job Responsibilities

- Safely and timely drive the director to work and back, and to occasions.
- Safely drive the director's relatives, visitors, business partners and associates to and from places authorized by the superior.
- Ensure that the car is clean at all times by washing both its inside and outside parts.
- Carry out routine inspection on the car to ensure that it is always in good condition.
- Identify electrical and mechanical problems that may hinder smooth working of the car and carry out minor repairs and maintenance where necessary
- Consider different routes, check climate and traffic reports to decide the best time to travel and the best route to take.
- Safely keep receipts for vehicle repairs and maintenance and other records and reports concerning the employer's car(s)
- Daily job to bring workers to clinic & assign despatch documents to bank or other place allocated.
- To collect cheque from customers duly assigned by superior.
- Carry out other assignments that may be given by the Superior.

Qualifications & Experience :

- SPM or equivalent
- Have a valid driving license.
- Technical knowledge of major vehicle systems and various equipment types.

Authority :

- To drive company vehicle.