

POSITION DESCRIPTION

Title:	Driver	Location:	Abu Dhabi
Department:	HR & CS	Reports to:	HR & Corporate Services Manager
Salary:	Salary package	Band:	1
Prepared by:	DCS	Date:	May 2015

Overall Purpose:

To provide driver support to meet Company requirements

Roles and Responsibilities

- Operate vehicles to ensure the safe transportation of personnel to and from various destinations
- Be fully aware of UAE road code and obey all UAE driving and traffic rules
- Make deliveries as required
- Assist passengers as required
- Complete vehicle log
- Complete daily checklist ensuring vehicle is clean (inside and out), fuelled and safe
- Report any mechanical defects to manager promptly
- Wear Company uniform as required
- Adhere to Company Code of Conduct, policies and procedures at all times
- Must be in a fit state to drive responsibly when reporting for duty
- Must be clean and tidy at all times
- Must have good communication and interpersonal skills and be able to interact with Company employees at all levels in a professional manner
- Any other duties as directed

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

Professional and Academic Expertise

- Possess a valid driver's license relevant for the requirement

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- Be able to operate both manual and automatic vehicles
- Proficient in English language (verbal , written and reading) and preferably Arabic language
- Must have at least 2 years' experience for the required license, ie requirement for a driver with a 'heavy' license must have 2 years' experience driving heavy vehicles
- Have a clean driving record

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	March 2013	New PD
2	May 2015	No changes due to review
3	July 2019	Due to review no changes.
4	November 2019	Update Department & Reporting Line manager and band

Review & Approval:

(Enter final approver title here)