



PROCEDURE

"DRIVER RECRUITMENT"

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Document Change Record

Revision No#	Date of Revision	Initiated By	Page No.	Section	Description of Changes



1. PURPOSE

To provide a formal approach for the recruitment of competent, experienced and medically fit drivers. Who can handle the fuel trucking operations of J Holdings Pvt Ltd

2. RESPONSIBILITY:

- a) General Manager
- b) Operation Manager
- c) Fleet Manager
- d) Fleet Supervisor

3. PROCEDURE:

IMPLEMENTATION:

Operation branch in coordination with HR will initiate the driver's requirement through Business Unit head. Recruitment of driver through Print / electronic media. Recruitment can also be done through own drivers who are already working with JHPL

1. Qualification & Experience Criteria	
- Valid and unendorsed HTV licence	
- Education Level : Std. 8 / Matric or equivalent of technical course	
- Age: 25 – 55 years	
- Experience : Minimum 6 years in driving of heavy vehicle (Fuel bowser)	
- Medically & physically fit	
- Long / short / night driving experience will preferred	
2. Driver Application Form	
- Stable work history	



- Traceable references and contact numbers	
- Copies of relevant documentation:	
i. CNIC copy	
ii. Valid HTV Drivers Licence	
iii. Educational certificates and experience certificates	
3. Complete Reference check to be done	
- Accident record	
- Driver Licence validation	
- Verification of applicants criminal record	
- Reason for leaving previous employment	
4. Medical Examination :	
- Medical certificate that includes blood CP, Hepatitis test, Urine DR, Chest X ray, Toxicology test, Eye test for colour blind, judging distance.	
- Eye test to be done for colour blindness & judging distance	

5.0 RELATED RECORDS

- | | |
|---|------------------|
| • Job Application form (Urdu Translated) | (JH-DR-01-FM-01) |
| • Job Application form (English Translated) | (JH-DR-01-FM-02) |
| • Traffic Sign Form | (JH-DR-01-FM-03) |
| • Safety test | (JH-DR-01-FM-04) |
| • Maintenance Test | (JH-DR-01-FM-05) |
| • Undertaking Form | (JH-DR-01-FM-06) |
| • Grooming Test | (JH-DR-01-FM-07) |

6. Flow diagram

