Job Description: Driver

Job Summary:

We are looking for a reliable and professional driver to transport staff in a safe, timely, and efficient manner. The ideal candidate will possess excellent driving skills, a strong knowledge of road safety regulations, and a commitment to customer service. The driver will also be responsible for vehicle maintenance and ensuring a smooth, safe journey.

Key Responsibilities:

- Safely transport to their destinations.

- Follow all traffic laws, driving regulations, and safety procedures.

- Plan routes and meet schedules and pick-up times.

- Ensure the vehicle is maintained in excellent condition, including checking fuel levels, oil, tires, lights, and other systems.

- Report any issues, accidents, or breakdowns to the employer promptly.

- Maintain accurate logs of routes, trips, and fuel usage as required.

- Communicate effectively with manager and staff to coordinate pickups or deliveries.

- Load and unload cargo when necessary.

- Adhere to company policies and procedures, including dress code and professional conduct.

Requirements:

- Valid driver’s license.

- Proven experience as a driver .

- Clean driving record with no recent accidents or traffic violations.

- Ability to lift and carry heavy items when needed.

- Knowledge of navigation systems, GPS devices, and local traffic routes.

- Excellent communication and interpersonal skills.

- Professional and courteous demeanor.

- Flexibility to work various shifts, including nights, weekends, and holidays if required.

- High school diploma or equivalent.

Preferred Qualifications:

- Previous experience driving.

- Defensive driving certification (advantage).

- Basic mechanical skills to perform simple vehicle maintenance.