

Terms of Reference of a Night Duty Driver

Responsibilities:

Job responsibilities for night duty driver are as follows:

- i. To pick Network Operation Center (NOC) staff, Thimphu Corporate Office (TCO) building maintenance team staff and Call center agents for the morning shift from their home at 7:30 AM;
- ii. To drop the Network Operation Center staff, Thimphu Corporate Office building maintenance team staff and Call center agents from office to their home around 8:30 AM;
- iii. Come back to office to park the office vehicle in the office around 9 AM;
- iv. To pick night shift personnel of NOC, TCO and Call Center Agents at 9 PM from their home; and
- v. To drop the night shift personnel of NOC, TCO and Call Center Agents to their home which will take till 11 PM to midnight.

In addition to the above specific TOR, the following general TOR of Drivers will apply;

- vi. To drop the evening shift personnel of NOC;
- vii. Drive/operate the vehicle in a manner that is safe, reliable and efficient;
- viii. Transport staff or goods safely to their destination;
- ix. Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations;
- x. Seek approval and carry out minor repairs and maintenance of the vehicle on a routine basis;
- xi. Report to the immediate supervisor of any vehicle faults and necessary repairs, update/renew vehicle Insurance, Registration certificate and Fitness on time;
- xii. To drop and pick official letters /documents to the designated places as per the instruction from the supervisor;
- xiii. To attend Emergency duty like nationwide lockdown;
- xiv. To maintain vehicle clean and tidy;
- xv. Regular repair and maintenance; and
- xvi. To attend to normal office duty whenever required.

Key Performance Measure:

The Driver is responsible:

“To check Pre-trip Safety Inspection of vehicle and to attend official emergency support services any time”

Any other responsibility not covered by these terms of reference will be as per the directives of the Management