**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title: Driver

1.2 Position Level: 17

1.3 Occupational Group: Administrative & Technical Staff

1.4 College/OVC: College of Natural Resources

1. **MAIN PURPOSE OF THE POSITION***:*

To **safely operate college vehicles** for the transportation of staff, students, goods, and official documents, while ensuring the vehicle is well-maintained, compliant with regulations, and available for timely and efficient college operations.

**GENERAL ROLES AND RESPONSIBILITIES:**

1. **Transportation Services**
	* Transport staff, students, and guests for official purposes such as meetings, field visits, workshops, and airport pick-ups/drop-offs.
	* Deliver or collect official documents, goods, or supplies as required by the administration.
2. **Vehicle Maintenance**
	* Perform routine checks on fuel, oil, tires, lights, and brakes.
	* Ensure regular servicing, cleaning, and proper upkeep of the vehicle.
3. **Safety and Compliance**
	* Follow traffic rules and regulations at all times.
	* Maintain a valid driving license and carry required documents such as insurance and registration.
4. **Record Keeping**
	* Maintain vehicle logbooks, fuel usage records, and maintenance schedules accurately.
5. **Support for Emergencies**
	* Be available for urgent duties during medical emergencies, field-related breakdowns, or institutional requirements beyond regular hours.

**5.1 Education:** Cl. VIII passed with driving licences

**5.2 `Experience:** *Nil (recommended but not a prerequisite)*

**5.3 Knowledge Skills and Abilities:**

### ****Knowledge Requirements:****

1. **Traffic Rules and Regulations**
	* Thorough knowledge of national traffic laws, road signs, and driving protocols.
2. **Vehicle Operation**
	* Understanding of how to operate light vehicles (cars, vans, pickups, etc.) safely and efficiently under various road and weather conditions.
3. **Basic Vehicle Maintenance**
	* Knowledge of routine vehicle checks: oil, coolant, tire pressure, battery, and brake function.
	* Awareness of early signs of mechanical issues and the ability to report or address minor repairs.
4. **Documentation and Logs**
	* Understanding how to maintain a vehicle logbook, fuel records, and trip details.
	* Knowledge of required documentation such as insurance, registration, emission testing, and service records.

###  ****Skills:****

* **Defensive Driving**
Ability to anticipate potential hazards and drive safely to prevent accidents.
* **Time Management**
Punctuality and the ability to plan routes efficiently to meet deadlines and avoid delays.
* **Navigation**
Familiarity with road networks, GPS tools, and alternative routes for different destinations.
* **Communication**
Clear and polite communication with faculty, staff, students, and external guests.
* **Problem-solving**
Ability to respond calmly and effectively to unexpected situations such as vehicle breakdowns or roadblocks.

### ****Abilities:****

* Ability to drive for long durations without fatigue.
* Ability to lift light to moderately heavy loads (e.g., luggage, supplies).
* Ability to follow instructions and institutional protocols.
* Ability to maintain confidentiality and professionalism during official duties.
* Willingness to work beyond office hours or on weekends, if required.