

**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

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

To **safely operate college coaster bus(Heavy)** 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.