

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.