

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Driver

1.2 Position Level: 17

1.3 Occupational Group: Administrative and Technical Staff

1.4 College/OVC: College of Natural Resources

2. MAIN PURPOSE OF THE POSITION

- To provide safe, reliable, and timely transportation services for official college activities.
- To ensure the proper operation, maintenance, and cleanliness of assigned college vehicles.
- To transport college officials, staff, students, guests, and official materials in accordance with institutional policies and road safety regulations.
- To maintain vehicle records, logbooks, and ensure compliance with transport regulations.

3. GENERAL ROLES AND RESPONSIBILITIES

Transportation Services

- Safely drive college vehicles for official duties, meetings, field visits, and other authorized activities.
- Transport college officials, staff, students, guests, and visitors as assigned.
- Deliver and collect official documents, equipment, supplies, and other materials.
- Ensure passengers are transported safely, comfortably, and punctually.

Vehicle Management

- Conduct daily inspections of assigned vehicles before and after use.
- Maintain the cleanliness, roadworthiness, and general condition of vehicles.
- Monitor fuel, engine oil, coolant, tyre pressure, and other essential vehicle components.
- Report mechanical faults, accidents, or damages promptly and arrange timely maintenance through the appropriate office.

Administrative Support

- Maintain accurate vehicle logbooks, mileage records, fuel consumption records, and maintenance history.
- Ensure vehicle registration, insurance, roadworthiness certificates, and other statutory documents remain valid.
- Assist in loading and unloading official materials whenever required.
- Comply with all traffic laws, safety regulations, and college transport policies.

4. SPECIFIC ROLES AND RESPONSIBILITIES

The Driver is responsible for providing safe, efficient, and reliable transportation services to support the operations of the college. The position includes operating assigned vehicles, ensuring routine maintenance and cleanliness, maintaining vehicle records, observing road safety regulations, and supporting the transport of personnel, official documents, equipment, and materials. The Driver shall demonstrate professionalism, punctuality, courtesy, and accountability while ensuring the safety and security of passengers and college property.

5. QUALIFICATION REQUIREMENTS

5.1 Education:

- **Class VIII Passed.**
- **Preference shall be given to candidates possessing a valid driving licence for all categories/types of vehicles.**

5.2 Experience:

- Previous experience as a driver in a government agency, educational institution, or recognized organization will be an added advantage.
- Fresh candidates meeting the qualification requirements may also be considered.

5.3 Knowledge, Skills, and Abilities:

- Good knowledge of Bhutan Traffic Rules and Regulations and safe driving practices.
- Ability to operate different categories of vehicles safely and efficiently.
- Basic knowledge of vehicle maintenance and troubleshooting.
- Ability to maintain vehicle logbooks and transport records accurately.
- Good communication and interpersonal skills.
- Honest, dependable, and able to maintain confidentiality where required.
- Physically fit and willing to work beyond normal office hours when official duties require.
- Strong sense of responsibility, punctuality, and commitment to public service