

Council for Technical Education and Vocational Training

School of Health Science

Bharatpur-10, Chitwan, Nepal

Human Resource Development Unit

Job Description

| | |
|--------------------|-----------------------|
| Position: | Vehicle Driver |
| Level: | O |
| Department: | Admin |

1. Drive office vehicles for official purposes.
2. Keep the vehicle in clean and good condition.
3. Ensure that the staff/visitors arrive at their destination in timely manner.
4. Pick and drop off official personnel and visitors at the airport.
5. Responsible for the day to day maintenance of office vehicles - check oil, water, battery, brakes and tires etc., perform minor repairs and arrange for other repairs, and ensure that the vehicle is kept clean.
6. Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, tool box, and necessary spare parts in the assigned vehicle.
7. Keep records of use of vehicle, daily mileage, fuel consumption, oil changes, greasing and other services.
8. Ensures that all immediate actions required by rules and regulations are taken in case of involvement of accidents.
9. Collect and deliver mail, pouch, documents and other items as assigned to be done.
10. Perform miscellaneous office support functions such as messenger services and making photocopies, vehicle repair and maintenance.
11. Undertake other related duties as assigned by Administration.

कार्य विवरण बुझ्ने

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कार्य विवरण बुझाउने

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