Driver
Terms of Reference

Part 1 – Position
Driver

Part 2 – Category
Group V

Part 3 – Place of Engagement
The position is based in the ECHO/South Asia Regional Support Office (ECHO RSO), New Delhi, India. The employee is required to travel through India as well as other countries of ECHO's engagement as appropriate.

Part 4 – Structural Position
The Driver is responsible and reports to the Logistics Assistant who will assign duties as appropriate. In the absence of the Logistics Assistant, the driver will directly be responsible and report to the Senior Logistics Assistant.

Part 5 – Basic Function of Position
The employee serves as a Driver of the ECHO Office with responsibility for assuring fulfilment of the needs for transportation.

Part 6 – Major Duties and Responsibilities
- Carries out driving duties as instructed by the Logistics Assistant or the person designated as substitute. No service vehicle will be driven unless authorised by the supervising personnel. Unauthorised persons should never be taken into an ECHO vehicle.
- Checks weekly vehicle schedule for the office (missions, transport needs), prepares necessary plans / arrangements and reports on changes.
- Maintains the relevant forms (Vehicle Ledger and Vehicle Fuel Forms) assigned to each of the ECHO vehicles and to submit them to the Logistics Assistant at the end of each month.
- Carries mobile phone at all times, switched on and charged. Carries ECHO Delhi contact card.
- Ensures that the vehicle(s) allocated are checked on a daily basis (Monday to Friday) concerning fuel, water, oil and other fluids, tyre pressure and any damage/ repair requirements (which are to be reported to Administration for action).
- Suggests and reports on appropriate services or repairs.
- Ensures that all equipment and accessories and in good order.
- Ensures that allocated vehicles are kept clean and the interiors tidy.
- The driver is responsible for all loading and unloading of goods into the vehicle and ensures their security and condition while in the vehicle.
- Reports any accident or driving incident, even minor, to the Logistics Assistant as quickly as possible and completes necessary reports.
- Obey all road traffic regulations, including the wearing of seat belts. The driver must ensure that he is in possession of a driving licence when on driving duties. The payment of speeding, parking and other road traffic offence fines is the driver's responsibility. The driver should note that when he is personally responsible for an accident, a sanction could be imposed.
- Assists the ECHO Office with clerical/administrative duties as required; however driving duties or tasks take priority.
- Carries out any delivery or collection duties as may be necessary (letters cheques, visas, minor procurements, etc…).
- Supervises minor maintenance jobs carried out at the office by external parties (electricians, painters, plumbers).
- The driver should make sure that fulfilment of his tasks is carried out with full care preserving the confidentiality of all matters related to ECHO's operations.
- Carries out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of ECHO's work and optimise the functioning of the office, such as replacing absent colleagues, carrying out administrative tasks, etc.

**Part 7 – Position Elements**

- **Supervision Received:** Daily supervision by the Logistics Assistant or person as substitute. Must be a self-starter and able to set priorities in working schedule.
- **Available Guidelines:** Basic guidelines include Administrative and Financial Field Manual, correspondence, manuals, etc. there are also a variety of unwritten policies, precedents and practices.
- **Exercise of Judgement:** Initiative and independent judgement is required by the employee in determining what needs to be done and the best working methods. Intensive co-ordination with the various relevant ECHO and EC services is, however, essential.
- **Authority to Make Commitments:** As delegated by the Supervisor.
- **Nature, Level and Purpose of Contacts:** Required to deal personally with peers and colleagues from all ECHO offices in the region of assignment, implementing partners and other necessary organisations, including government under the guidance and supervision of the Regional Administrative Coordinator.
- **Working hours and days:** 5 days a week for 37.5 hours per week
- **Noted overtime:** Only if accumulated on weekend and/or official holiday and subject to approval of the Head of Office.