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Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan

"Inspiring the growth of livestock entrepreneurs"



TERMS OF REFERENCE (TOR) FOR DRIVER OF BLDCL

Position Title	Driver
Grade	O4
Pay & allowance	• Basic pay: Nu.11,230+ 20% House Rent Allowance (HRA) • Fixed Allowance: Nu. 8,000 • LTC: Nu. 935 • Other benefits as per the Company ISRR
Type of employment	Regular
Reports To	Marketing Head
Qualification & Experience	Class VIII passed with a valid medium driving License
Background	The drivers are responsible for operating the office vehicle in a safe, reliable and efficient manner. Report directly to the MTO/branch manager. Drivers will primarily transport products and raw materials for Gyalsung supplies and the School and Hospital Feeding Program under BLDCL.
Knowledge, Skills & Abilities	• Basic maintenance knowledge • Efficiency and time management • Strong driving record • Knowledge of safety regulations and traffic laws
Duties, Responsibilities & Accountabilities	Safe and efficient driving - Drive/operate the vehicle safely, reliably, and efficiently. - Conduct official and business travel using the vehicle Safety and conduct - Refrain from consuming alcohol and other drug-related substances while on duty - Maintain a clean, tidy, and secure environment within the vehicle. Vehicle maintenance - Conduct day-to-day maintenance checks, including oil, water, battery, brakes and tyres. - Oversee proper repairs of the vehicle and arrange for necessary spare parts. Regulatory compliance - Observe and comply with all road safety regulations, health and safety regulations, BCTA Acts, and RGoB rules and regulations. Documentation and record keeping - Update vehicle insurance and registration according to the schedule - Log official trips, daily mileage, Oil changes and other relevant records. - Maintain the log book, movement orders, etc., daily. Responsiveness and communication - Report any vehicle faults and necessary repairs to the immediate supervisor - Carry out minor repairs and promptly arrange for other repairs. - Renew all necessary documents on time. Additional responsibilities - Carry out any activities as assigned by the management. - Ensure that movement orders are signed by the MTO/Manager - Always remain available at any time
Specific requirements	Thorough screening of default records and drug tests shall be conducted in collaboration with the Traffic Division, RBP

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