

REGIONAL HEALTH AUTHORITY

JOB SPECIFICATION & DESCRIPTION

JOB SPECIFICATION

JOB TITLE: DRIVER
CLASSIFICATION: LMO/DR 1
DEPARTMENT: OPERATIONS & MAINTENANCE
POSITION REPORTS TO: DISPATCHER

ROLE AND CORE FUNCTIONS OF JOB:

- The efficient use of requisite organisational infrastructure to support and ensure the successful achievement of the Regional Authority's objectives.
 - To support the operations area of the Authority's office functions ensuring efficiency in areas such as delivery and dispatch.
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Educational Requirements:

(a) Qualifications and Experience:

- Possess a General Driver's License
 - Training in Basic 1st Aid Procedures
 - Be certified by the National Works Agency (NWA) to Drive Government Vehicles
 - Four(4) years driving experience
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(b) Required Skills and Specialized Knowledge:

- Good judgment
- High standard of discipline and good human relations and interpersonal skills

Specific Knowledge required:

- On the job training as Medical Emergency First Responders
- Knowledge of defensive driving techniques
- Good time Management skills
- Good interpersonal skills
- Mechanical skills

(c) Special Conditions Associated with the Job:

- Required to work beyond normal working hours

JOB DESCRIPTION

REPORTING RELATIONSHIPS

Supervision Received from: Dispatcher

Nature of Supervision Received: Direct Supervision

Supervision Given To:

(a) Directly

None

Nature of Supervision

(b) Indirectly

None

Liases With:

Internally:

Externally:

JOB DESCRIPTION

Responsibilities and Duties:

1. Drivers are required to comply and operate the RHA Fleet Vehicles in accordance with the National Road Safety Policy, the Road Act Regulations Road Traffic (Emergency) Regulations 1961.
2. Ensure that the vehicle that is assigned is in good working condition before or is driven or embark on an assessment.
3. Ensures proper maintenance of the vehicles fuel, oil and lubricant levels and vehicles checklist forms are completed prior to commencing of assignment.
4. Whenever a motor vehicles malfunction or show signs of defects during assessments or while handing or taking over, the defects or malfunctions must be reported immediately to the Transport Officer by the Driver.
5. The **"Transport Defects Log Book"** or Vehicle Checking Form must be completed and submitted immediately on completion of the assignment.
6. Ensure the cleanliness of the assigned vehicle before and after each assignment.
7. Maintain vehicle Log Book and ensure that each trip is properly documented on a daily basis
8. Maintain a high standard of discipline, comply with the Dress Code and ensure timely and reliable service delivery through punctuality and courtesy.
9. Ensure that the patients, clients, Regional Staff and stakeholders are transported safely and comfortably. Specimen for the laboratory, documents, equipment etal.
10. Drivers will be held responsible for the safety and security for assigned vehicles and that are entrusted on and off the RHA facility.
11. Drivers who are issued with a Closed User Group (CUG) phone must ensure that they are fully charged and turned on at all time. Response is expected during working and off-duty hours in accordance with the Regulations.
12. It is imperative that a Driver who is on assignment remain on the RHA facility and can be contacted by the Dispatcher.

13. Advance cards for collecting gas must be utilized in accordance with the stipulated policies and procedures and are to be returned to the Transport Manager immediately on completion of duty. At the end of the each transaction signed gas report are also to be returned to the Transport Manager. A Driver who fail to accept responsibility for the gas report will be held accountable and disciplinary actions will be taken.

14. Vehicles must be parked at the designated RHA parking as directed by the Transport Officer or Transport Manager. Where permission is granted for vehicles to be kept overnight. Parking will be at one of the following location:

- Police Station
- Occupied Military Location
- Jamaica Fire Brigade Station
- Any other occupied Government property with security services

15. Where a vehicle is involved in an accident, this must be reported to the nearest police station immediately or within twenty-four (24) hours in keeping with the Road Traffic Act. A comprehensive report must be submitted to the Supervisor within 7 working days.

16. Perform any other duties that are commensurate with the position as directed by the Fleet Coordinator.



Authority:

- Drive the fleet vehicles in the Authority as required.



Performance Criteria:

- This job is satisfactorily performed when:
- The organizations' public image is enhanced.
- Deliveries are done on a timely basis
- Proper driving habits are maintained
- Required scheduled are met
- Authorized instructions are carried out

