

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Driver (Mechanical Unit)
- Salary:** Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 22,925 (24 25 48)
- Effective Date:** 23 July 2015
- Qualifications:** By selection from among Drivers and Drivers (on roster) on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess a Goods Vehicle Driving Licence (manual gear).

**NOTE**

Selected candidates will be required to obtain a Service Vehicle Driving Licence for heavy units.

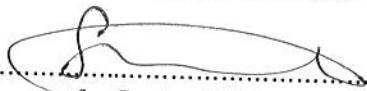
**Duties:**

1. To drive and operate heavy units such as dredgers, excavators, bulldozers, tico-cranes, rollers, heavy tractors, heavy mechanical units, skid loaders, bell loaders.
2. To carry out simple maintenance tasks including –
  - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
  - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
  - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
  - (d) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
  - (e) monitoring mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;

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**CERTIFIED CORRECT**

  
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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*  
23 July 2015  
Date.....

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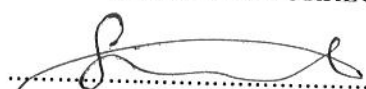
- (f) washing and cleaning the vehicle's body and interior;
  - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
  - (h) checking of battery electrolyte level and topping up, as and when necessary; and
  - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
  4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
  5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
  6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
  7. To fulfill necessary procedures in case of road accident.
  8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver (Mechanical Unit) in the roles ascribed to him.

**Note**

1. Drivers (Mechanical Unit) may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.
2. Drivers (Mechanical Unit) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.



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