

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

- Ministry:** Tertiary Education, Science, Research and Technology
- Post:** Driver
- Salary:** Rs 8,600 x 200 – 10,200 x 250 – 11,700 x 300 – 12,900 (24 13 31)
- Effective Date:** 07 June 2012
- Qualifications:** By selection from among employees on the permanent and pensionable establishment who –
- (i) possess the Certificate of Primary Education;
 - (ii) possess a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons;
 - (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
 - (iv) have good eyesight.

NOTE 1

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

NOTE 2

Selected candidates will be required to –

- (i) undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight; and
 - (ii) obtain a service driving licence (manual gear).
- Duties:**
- 1. To drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Ministry.
 - 2. To carry out simple checks/maintenance tasks including –
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;

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- (b) checking of engine oil-level and topping up, if necessary and reporting any unusual oil consumption;
 - (c) testing and cleaning fuel pump and carburettor;
 - (d) checking of master cylinders, oil reservoir for proper level and topping up, if necessary;
 - (e) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (f) keeping engine compartment free of dirt, oil and grease;
 - (g) carrying out preventive servicing of the vehicle under his responsibility;
 - (h) washing and cleaning the vehicle's body, underbody and interior;
 - (i) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (j) checking of battery electrolyte level and topping up, as and when necessary; and
 - (k) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect to the responsible officer.
 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 is under repairs.
 6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.

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7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
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 in the roles ascribed to him.

Note

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



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