

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967**

Department: Prisons and Correctional Institutions
Post: Driver
Salary: Rs 3,100 x 100 - 4,000 x 125 - 5,000 x 150 - 5,150 (MGG 29)
Effective Date: 25 November, 1997
Qualifications: By selection from among employees on the permanent and pensionable establishment of the Department who:

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid driving licence to drive cars or vans or lorries up to 5 tons;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a 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

- (a) undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight;

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for Permanent Secretary

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(b) obtain a service driving
licence.

Duties:

1. To drive Government vehicles for the conveyance of staff, materials and equipment in connection with the activities of the department.
2. To carry out simple maintenance tasks including:-
 - (a) checking of radiator and filling up with water if necessary;
 - (b) checking of engine oil-pump and topping up if necessary;
 - (c) testing and cleaning fuel pump and carburettor;
 - (d) checking brake and clutch, master cylinders and topping up if necessary;
 - (e) checking wheel nuts for wheel tightness including spare wheel;
 - (f) reporting any defect to responsible officer;
 - (g) cleaning and preventive servicing of the vehicle under his responsibility;
 - (h) lubricating of vehicles;
 - (i) topping up of battery;

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- (j) keeping fuel lines free of dirt and water; and
 - (k) cleaning spark plugs and fuel injectors.
3. 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.
 4. To help, whenever required, the Mechanics when the vehicle under his charge is under repairs.
 5. To keep a log book.
 6. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents as and when required.
 7. To perform such cognate duties as may be assigned.

NOTE

Drivers should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.

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