

American International School of Abuja

Position Title: Driver

Reports To: Human Resources Manager

Last Modified: January 28, 2021



Position Description/Overview:

AISA is looking for a responsible and reliable driver. This position reports to the HR Manager and under the daily supervision of the HoS Administrative Assistant. The school driver should be meticulous when it comes to vehicle inspections and regard passenger safety as the highest priority. The school driver's responsibilities include ensuring proper vehicle maintenance, observing safety and traffic rules, and maintaining order among students while they are on the bus.

Principal Duties and Responsibilities:

- Safely operate vehicles to ensure the safety of all passengers, pedestrians, other drivers and the vehicle in town and on field visits.
- Conduct vehicle checks (daily, weekly, monthly and before/after trips to field), and notify the staff person responsible for vehicle management of any vehicle problems.
- Deliver and pick up passengers and materials/ documents at airports, offices, businesses, etc. in a professional and courteous manner.
- Ensure that vehicles have the appropriate tools to enable users to perform minor maintenance and repairs in the field.
- Clean the vehicle interior and exterior at all times.
- Manage vehicles with care and use them with respect.
- Drive AISA vehicles in a safe and secure manner in accordance with local law and the policies of AISA.
- Respect local traffic laws and drive within established speed limits.
- Understand the basic operations and maintenance requirements of AISA vehicles. Perform minor maintenance and repair as required.
- Secure the vehicles when not in use.
- Provide support to AISA staff and visitors in transporting materials to project sites, including loading and unloading AISA vehicles as required.
- Fill in the vehicle logbook after each trip with complete information and fuel log.
- Accept shifts/schedules as assigned, including weekend and after hours by rotation.
- Other duties as assigned.

Vehicle Driving:

- Possess a valid local driver's license.
- Understand AISA's vehicle management procedures and driving protocols.
- Respect local traffic laws and drive within established speed limits.
- Follow all state and national vehicle and traffic safety regulations and standards.
- Accurately follow maps and directions for time efficient routes.

- Deliver and pick up materials and documents at offices and businesses in a professional and courteous manner.
- Assist in loading and unloading of the vehicle when necessary.

Vehicle Management & Maintenance:

- Refuel vehicle and conduct vehicle checks (daily, weekly, monthly and for trips), and signal any actual or potential problems to the staff person responsible for vehicle management;
- Ensure that vehicles have the appropriate tools and equipment on board to enable users to perform minor maintenance and repairs in the field.
- Understand the basic operations and maintenance requirements of AISA vehicles. Perform minor maintenance and repair as required.
- Carefully assess surroundings before parking, particularly at night. It is the driver's responsibility to be attentive to potential threats.
- Maintain and keep vehicles interior and exterior clean at all times.
- Provide support to AISA staff and visitors in transporting materials to project sites, including loading and unloading AISA vehicles as required;
- Neatly fill in log sheets after each trip with complete information and Fuel Logbook.

Vehicle and Passengers Safety:

- Inspect the vehicle thoroughly before and after each trip.
- Ensures passengers observe Covid-19 safety protocols.
- Manage vehicles with care and use them with respect. Drive AISA vehicles in a safe and secure manner in accordance with local law and the policies of AISA.
- Do not accept unknown parcels, baggage or other questionable loads into the vehicles.
- Do not accept unknown riders - particularly individuals carrying weapons, wearing military uniforms, or those linked to conflicts - inside AISA vehicles.
- Verify that passengers riding in AISA vehicles wear seat belts at all times. Drivers are responsible for enforcing this rule in their vehicles.
- Yield the right-of-way to other drivers, pedestrians, bicycle and motorcycle riders, even if progress is slowed.
- Provide contact location to staff when in the field.
- Notify the HoS Admin. Assistant of any movement of any vehicle from the office, any deviation from the planned route of travel, or changes of schedule.
- Inform the HR Manager and security department if any danger – immediate or potential – to the security of AISA staff or equipment due to demonstrations / riots in town, roadblocks, requisitions of vehicles by armed persons, shooting, etc. in order to alert staff.
- Ensure the safety and comfort of passengers at all times.

Qualifications:

- Secondary-level diploma.
- 5 years' experience driving professionally; experience in mechanics desired.
- Valid driving license with a clean driving record (no accidents).
- Verifiable references.
- Professional, courteous and punctual.

- Able to work extended hours and weekends, holidays as needed.
- Good working knowledge of all major local road networks and city streets.
- English language skill is highly desired.
- Candidate should be dependable, hardworking, cordial and an effective communicator.
- Excellent time-management and organizational skills required.
- Ability to lift heavy packages and luggage.
- Ability to remain calm in stressful driving situations (e.g. at rush hour)

Interested and qualified applicants are encouraged to forward their cover letter and resume to humanresources@aisabuja.com on or before Thursday, February 4, 2021.