



	Job Description	Date	
		Revision	
Job Title: DRIVER-LIGHT VEHICLE			
Department : Equipment Services		Reports To : Transportation Scheduler	
Job Summary: Drives any light road vehicle with a capacity of less than (3) tons including articulated vans and four wheeled vehicles (passenger car, suburban, pick-up, etc.).			
<p>Primary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Operates vehicle in a safe and proper manner and obeys local traffic laws and regulations. Checks vehicle each day before operating to ensure that all systems are functioning properly, i.e. brakes, tires, lights, indicators, horn, clutch, coolant and battery levels. 2. May be required to complete journey sheets to record destinations, mileage, fuel issues, etc. 3. When driving a passenger car, suburban, pick-up etc., ensures that he carries no more than the designated number of passengers. 4. Reports any defect in his vehicle immediately to his workshop Supervisor. 5. Maintains a check on his vehicle for any regular maintenance. 6. Familiar with all traffic rules / regulations of Saudi Arabia. Any violations committed by the driver and fines imposed by the kingdom authorities will be paid personally by the driver. 			
<p>Secondary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Complies with, at all times, with all Company safety procedures / regulations and strictly enforces them with the workforce under his responsibility. 2. Attends training courses / seminars, etc. as required by the company. 			
<p>Other skills and competencies: With excellent communication and Interpersonal skill</p>			
<p>Work Experience At least 5 years experience as a Light Duty Vehicle Driver. Middle East experience is an advantage.</p>			
<p>ACADEMIC EDUCATION: Minimum of High School.</p>	<p>CERTIFICATIONS:</p>	<p>LICENSES: Valid Light Vehicle Drivers License from his country of origin.</p>	
<p>TRAININGS: With ARAMCO Certificate preferred</p>	<p>WORK CONDITIONS: Can work with less supervision and under pressure.</p>		<p>COMPUTER KNOWLEDGE:</p>
	<p>OTHER REQUIREMENTS: AGE: MINIMUM – 25 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.</p>		