

PEACE CORPS BENIN

DRIVERS SOW

Reports to the General Services Manager (or designate). Using official PC vehicles transports official cargo, PC staff, the eligible family members of US direct-hire (USDH) employees, Volunteers and Trainees (V/Ts), and other personnel conducting official PC business. Routine work will be performed with minimum guidance. Due to the myriad of duties required, the incumbent will need an inborn sense of prioritization and organization and can reasonably expect to work some evening, holiday and weekend hours. The incumbent is authorized to act as an Occasional Money Handler (OMH) to perform work within the scope of outlined duties. Incumbent is also expected to perform routine maintenance checks of all Peace Corps (PC) vehicles.

Major Duties and Responsibilities:

- Must always be in possession of a valid Beninese driving license;
- Has comprehensive knowledge of and adhere to all current Benin laws regarding the operation of motor vehicles and the specific requirements related to vehicles carrying diplomatic license plates;
- Provides safe and courteous transport for staff, V/Ts and other personnel conducting official PC business.
- Transports V/Ts and their belongings for official purposes/travel. Transports V/Ts as requested by the Medical Unit. Transports supplies, equipment, materials, mail, and other communications between PC facilities and to support PC official business and events.
- Serves as Duty Driver - normally scheduled on a rotational basis. Provides vehicle support during emergency situations.
- During Messenger's absence assumes Messenger duties, as available (e.g. picks up/delivers mail, faxes, documents, and packages to/from post office, the US Embassy, customs office, Medical Unit errands, etc).
- Assures that vehicles are operated in accordance with PC, Embassy and other USG guidelines, and manufacturer specifications.
- Maintains the daily vehicle logs.
- Conducts Shuttle; delivers fuel to generator fuel tanks at PC facilities and residences.
- Escorts utility service personnel, garbage collectors, repairmen and others on official business at PC Office, when available.

Vehicle Condition

- Performs daily checks of PC vehicles in accordance with vehicle check list.
- Reports all vehicle malfunctions or problems to the GSM/GSA; assists with PC vehicle repair as needed.
- Oversees emergency vehicle maintenance and repair while up-country.
- Delivers vehicles to outside vehicle service facilities for maintenance as requested.
- Records repair and maintenance operations of assigned PC vehicle as outlined in the Vehicle Maintenance Log.
- Calculates fuel needs for extended trips and secures sufficient fuel for planned activities.
- Ensures that vehicles are always clean; seatbelts and interior upholstery are in good repair.

Safety and Security

- **Operates Peace Corps vehicles safely at all times. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.**
- Safeguards the vehicles, passengers and cargo. Ensures that vehicles are locked at all times, and safely parked/garaged after hours. Ensures that all passengers always wear their seatbelts. Secures loads on top of the vehicles in a manner that will prevent damage to the vehicles, and to prevent cargo from falling from roof while vehicles are moving and stopped. Secures loads within vehicles in a manner that will prevent damage to the vehicles, and prevent cargo from shifting and injuring the driver and passengers while vehicle is in motion or stationary.
- Transports fuel, including cooking gas, only in approved containers/manner.
- Ensures that the vehicle medical kit, safety and security equipment, spare tire and jack, necessary spare parts and tools are always with the vehicle when required and are in good condition.
- If a medical or other official emergency requires driving after dark, the Contractor should make every effort to ensure the safety of her/himself, the vehicles, passengers and cargo.
- While on routine business, should not drive outside of urban areas between sunset and sunrise.
- Contractor should not drive during dust or rain storms that significantly reduce visibility.
- Contractor should make every effort not to driver after dark in unlighted urban areas.
- Contractor should not travel on flooded or overgrown roadways until s/he has determined that the vehicle can safely pass. During the rainy season, should always carry a long pole in vehicle to determine the depth and softness of flooded roadways.
- The Contractor must not drive official PC vehicles if the contractor is tired, sleepy, dizzy (including from fasting), sick, taking medications that might impair judgment or driving ability, or has consumed alcohol within six hours.

Other Duties

- Occasional Money Handler : The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be

acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer

- Provides escort services for the PC cashier while transporting cash to and from PC office, the US Embassy and banking facilities.
- When airport access has been granted, acts as an expeditor in assisting travelers with customs and immigration procedures.
- May be tasked as a warehouseman, safely moving furniture, furnishings, equipment and supplies as needed.
- *The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post /Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The statement of work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.*
- Other duties as assigned.

Restrictions

The Contractor must not:

- transport PC staff, USDH eligible family members, V/Ts or any other person in official vehicles for personal or other reasons unrelated to official PC business; or
- It is the responsibility of the Contractor to determine the eligibility of the passengers in the vehicle. The General Services Assistant (GSA), General Services Manager (GSM) and/or Director of Management and Operations (DMO) should be consulted immediately if questions arise.
- The Contractor must not pick up hitchhikers, or give a ride to any other nonofficial passenger at any time, even at the request of an official passenger in the vehicle. Any attempt to force the Contractor to do so should be reported immediately to the GSM, GSA or DMO.
- The Contractor must not make unscheduled stops or take unscheduled routes to conduct personal business for her/himself or passengers.