

Position Description: Driver

❖ **Basic Function of the Position:**

Incumbent is responsible to safely operate all types of Embassy vehicles transporting Embassy personnel and goods in and around Colombo and throughout Sri Lanka, including at night and on holidays and weekends.

❖ **Major Duties and responsibilities:**

Drives all types of US government vehicles (including lorries over 10 tons and Armored SUVs) for local and outstation trips, as directed by the Motor Pool Supervisor, adhering to all local traffic laws, SHEMA and Embassy procedures. Perform pre/post trip inspections before and after usage of the vehicle. Occasionally call upon to drive Ambassador, DCM or other agency heads and VIP visitors. Assists in baggage handling duties as required.

Maintains the vehicle in a neat and clean condition at all times by washing and dusting the vehicle on a daily basis, and by waxing and polishing the vehicle every week.

Record keeping: Maintains OF-108 daily vehicle usage records. Submits a written report about any operating or maintenance defect noticed during pre/post trip inspections and while driving the vehicle. Prepares and submits expense reports for outstation trips. Submits a written report of each accident, no matter how inconsequential it may have been. Performs other related duties as required.