

Position Description: Chauffeur-MSG

Basic Function of the Position:

Responsible for operating Embassy vehicle for transporting Marine Security Guards and TDY personnel and assisting passengers to handle baggage/luggage as required.

Major Duties and responsibilities

Operates all type of U.S government Vehicles (buses, trucks, passenger vehicles) as directed by the Detachment Commander, adhering to all local traffic laws, regulations and embassy rules.

Maintain a daily vehicle log.

Ensure the physical security of the vehicle and its passengers area top priority at all times.

Maintain vehicle in a neat and clean condition, washing and dusting the vehicle daily, and polishing the vehicle once a week.

Performs first level maintenance of the vehicle before driving (i.e checking tires, oil, water, gasoline, lights, adding fluids and air as needed, etc) and conducts pre-trip inspections before driving.

Submits a written report of each accident, no matter how inconsequential it may have been, submits a written report on any operating or maintenance defect noticed while driving the vehicle.

Performs other related duties as may be required

Occasionally called upon to drive for Administrative Chain of Command of the U.S Marine Corps