



BIRLA GLOBAL UNIVERSITY

BHUBANESWAR

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Job Description of Drivers

Position Summary of Driver:

The University Driver is responsible for safely operating various vehicles, including Light Motor Vehicles (LMV), Heavy Motor Vehicles (HMV), and ambulances, to transport students, faculty, staff, and university equipment within and outside the campus. The driver will also ensure the vehicles are properly maintained, cleaned, and fuelled. In addition to regular transport duties, the driver will respond to emergencies, providing timely and safe transport in the case of medical emergencies or other urgent situations.

Key Responsibilities:

Driving & Transport Services:

- Safely drive LMVs, HMVs, and ambulances to transport students, staff, and faculty members to designated locations on and off-campus, including educational events, meetings, or trips.
- Operate vehicles for university-related errands, such as transporting equipment, supplies, or documents to different departments, offices, or external locations.
- Ensure timely arrival and departure of passengers and goods, following scheduled pick-up and drop-off times.

Emergency Medical Transport:

- Provide ambulance services for the transportation of students, staff, or visitors in case of medical emergencies, ensuring that the vehicle is equipped with essential medical supplies and ready for emergency response.
- Cooperate with university health services and emergency responders to ensure prompt transport to medical facilities when necessary.
- Follow all medical protocols when driving the ambulance, maintaining safety and patient care standards during transport.

Vehicle Maintenance & Safety:

- Perform routine inspections of vehicles to ensure they are in good working condition, including checking fuel, oil, water levels, tire pressure, and other mechanical aspects.

- Report any vehicle malfunctions or issues promptly to the transportation department for maintenance or repairs.
- Keep vehicles clean, both inside and out, ensuring they are presentable and comfortable for passengers.
- Ensure that all vehicles are stocked with necessary emergency equipment, including medical supplies in ambulances, and that they are compliant with safety regulations.

Documentation & Record-Keeping:

- Maintain accurate records of vehicle usage, including fuel consumption, maintenance schedules, and any incidents or accidents that occur.
- Log details of each trip, including mileage, time of departure and arrival, and any special instructions or incidents.
- Ensure compliance with university policies, local regulations, and licensing requirements for vehicle operations.

Traffic & Safety Compliance:

- Abide by all traffic laws and university policies regarding vehicle operation, including speed limits, parking, and road safety regulations.
- Ensure that all passengers follow safety protocols, including the use of seat belts and other safety measures during transport.
- Take appropriate action in case of accidents or breakdowns, ensuring safety and minimizing risks to passengers and other road users.

Special Assignments:

- Assist with the transportation of special cargo, equipment, or goods as required by the university, including research materials or other items that need safe transport.
- Provide occasional transportation services during university events, such as graduations, conferences, or off-campus workshops.

Qualifications:

Education:

- High school diploma or equivalent.
- Formal training in driving (e.g., driving school) or relevant courses in vehicle maintenance and safety (preferred but not required).

Experience:

- Minimum of 6 years of experience as a professional driver, preferably with experience driving LMVs, HMTVs, and ambulances.
- Proven track record of safe driving with a clean driving record.
- Experience in emergency driving or operating an ambulance is a plus.

Skills & Competencies:

- Valid driving license with endorsements for LMV, HMV, and ambulance operations.
- Excellent knowledge of road safety rules, traffic regulations, and vehicle handling techniques.
- Ability to perform basic vehicle maintenance tasks, such as checking fluid levels, tire pressure, and ensuring proper functioning of emergency equipment.
- Strong communication skills for interacting with passengers and university staff.
- Ability to handle emergencies calmly and professionally, particularly in medical transport situations.
- Familiarity with the operation of emergency medical equipment (for ambulance transport).

Personal Attributes:

- Dependable, punctual, and professional.
- Patient, calm, and capable of managing stressful or emergency situations.
- Strong interpersonal skills with the ability to work effectively with a diverse group of individuals.
- Strong attention to detail and the ability to keep accurate records.
- Ability to work flexible hours, including weekends or evenings, as needed.

Work Conditions:

- Full-time position, with occasional weekend or evening shifts for special events or emergency transport.
- The role requires extended periods of sitting and the physical ability to handle emergency situations when required.
- May involve long-distance travel, both on-campus and off-campus, for university events or medical transport.
- May need to work in various weather conditions, depending on the nature of the job.