



## **Pre-Service Training (PST) PST Driver**

### *Scope of Work*

#### **POSITION SUMMARY**

Under the guidance and supervision of the Training Assistant (TA), the Driver transports Peace Corps staff, PST staff, Peace Corps trainees, volunteers and other personnel conducting official Peace Corps business. S/he assures that vehicles are properly maintained and operated according to Peace Corps and US Government guidelines, and manufacturer specifications. In addition, s/he assists the administrative officer and the Training Assistant (TA) with all their tasks as required.

This is a contracted position and requires living and working fulltime at the central PST training site, with occasional travel to Bangkok and to training villages. The Driver will be required to follow a six-day work week, with activities in the evening, and on weekends, holidays, and the ability to work with people of different national and cultural backgrounds.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

*Responsibilities include, but are not limited to the following:*

##### **Transportation**

- Provides safe and courteous transportation to PST staff, PC staff, trainees, volunteers, and guest speakers as assigned.
- Delivers homestay gears and Homestay families as assigned.
- Be available to provide official transportation during the work day as well as at times outside established office hours to accommodate the needs of Peace Corps such as with medical emergency late at night.
- Operates vehicles in accordance with the traffic laws of Thailand, and policies of Peace Corps and the United States Government.
- Practices defensive driving techniques.
- Insures the safety and security of all passengers (including the driver himself) and Peace Corps vehicles and property by adhering to driving safety and security guidelines including, but not limited to, wearing seatbelts, and no smoking.
- Be responsible for assuring that all vehicles meet safety standards and are in good repair.
- Maintains detailed vehicle logs for all travel in the Peace Corps vehicles. Submits logs as directed.
- Assumes responsibility for the safe storage of vehicles at Peace Corps facilities, as well as in acceptable locations when traveling to PST site or overnight to other cities.

- Cleans and keeps the vehicles orderly and free of personal possessions. Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, ect.
- Maintains a safe, secure and clear garage facility.
- Assumes personal responsibility for fines and penalties imposed as a result of traffic violations within Thailand as well as costs associated with accidents that are deemed the driver's fault.
- Must be willing to travel and work extended hours.
- Assists Trainees and PC Staff on fixing PC bikes when needed.
- Provides driving and "guard" services for admin. Staff (or delegate) while transporting cash to and from Peace Corps office.
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city, first aid kit, necessary spare parts and medical form.

#### **MAIL HANDLING, PORTER AND PROCUREMENT**

- Assists the administrative officer in making payments and small purchases.
- Obtains appropriate advances for travel and to make purchases or arrange for services. Clears all advances in a timely manner not to exceed seven days but as soon as possible in all cases.
- Submits all receipts properly translated.
- Sends official letters to local RTG or others as required by core-staff or admin officer.

#### **SAFETY AND SECURITY**

- Reads and understands all Peace Corps directives regarding Safety and Security of staff and volunteers/trainees.
- Understands emergency procedures at PST site.

#### **OTHER DUTIES AS REQUESTED**

- Casual office labor as required.
- Support to PST and PC staff during Pre-Service Training on setting up the venues/ premises for training, conferences, workshop etc.
- Maintains a professional and positive public image with the training staff, Trainees and the local community.

**REQUIRED QUALIFICATIONS**

- Minimum primary School or Vocational School Diploma;
- Clean driving record, valid driver's license required;
- Knowing driving rules and regulations;
- Knowing and be able to perform basic auto repair;
- Routes and roadways in Thailand
- Ability to ride and fix a bicycle.