

STATEMENT OF WORK

DRIVER

Purpose and Objective

The Driver transports staff, Volunteers and other personnel conducting official Peace Corps business. He assures that vehicles are properly maintained and operated according to Peace Corps and USG guidelines, and manufacturer specifications. He maintains an understanding of all country-specific laws regarding the ownership and operation of motor vehicles and the specific requirements related to diplomatic license plates. He may be required to assist with any tasks under the responsibility of the General Services Specialist.

CORE EXPECTATIONS FOR ALL STAFF

1. *Represent and promote the Peace Corps' mission and three goals.*
2. *Create a framework for a safe, meaningful and effective experience for Peace Corps Volunteers/Trainees and staff.*
3. *Engage with all Peace Corps partners in a spirit of cooperation and learning.*
4. *Strengthen a culture of performance improvement by collecting, analyzing, and sharing information for effective decision making.*
5. *Perform with diligence, strive for excellence, and maintain a healthy balance between professional and personal life.*
6. *Adapt in a timely manner to meet changing needs and conditions.*
7. *Respect the diversity of beliefs, cultures and lifestyles of the Volunteers/Trainees, staff, counterparts and communities we serve.*
8. *Collaborate with fellow staff and Volunteers/Trainees to create an atmosphere of inclusion, mutual learning, open communication, accountability and trust.*
9. *Ensure that Peace Corps' management of its human, material and financial resources is efficient, cost-effective, and socially and environmentally sustainable.*
10. *Consistently follow and implement Peace Corps policies in both letter and spirit.*
11. *Show up to work on time, be professional /respectful in your in-person and written communications, respect confidentiality of sensitive information.*
12. *Dress appropriately for the occasion while working, come to meetings prepared, follow-through with assigned tasks in a timely manner, and not report for work while under the influence of alcohol or drugs, etc.*

Major Duties and Responsibilities

- Provides safe and courteous transport for staff, Volunteers and other personnel conducting official Peace Corps business. Provides driving and “guard” services for PC cashier (or delegate) while transporting cash to and from PC office. (In order to perform these “guard” service the Driver is not required to be armed, but must closely accompany the cashier.)
- Enforces and follows all Peace Corps vehicle policies at all times.
- Always follows the traffic laws of Kyrgyz Republic and assumes responsibility for all fines or fees imposed for traffic violations.
- Insures the safety of the passengers and vehicle at all times. Reports immediately to the DMO and GSS, all accidents, incidents, or mechanical problems.
- Maintains mileage and fuel logs and service records.
- Inspects vehicle fluid levels daily, always maintaining the proper level.
- Makes minor vehicle repairs; does routine maintenance; washes vehicle and cleans interior at least once a week.
- Acts as courier, as needed.
- Loads, unloads, and transports supplies, materials, and equipment.

- Transports Trainees and Volunteers to their sites or training facilities and coordinate with the local officials in regard to facilitate settling-in of PCV's and Trainees. Drives staff to/from Volunteer sites and appointments as necessary. Drives Volunteers to/from airport, train and bus stations for official travel.
- Serves as Driver Duty Officer when scheduled. Provides support during emergency situations.
- Picks up/delivers mail, faxes, documents, and packages to/from post office, the American Embassy, customs office, or other designated sites on a daily or as needed basis. Facilitates customs clearance for mail, packages or other items. Assists in sorting and distribution of mail, as needed. Transports supplies, equipment, materials, mail, and other communication to and from the Peace Corps office for official events. Assists in the set-up and logistics for conferences and meetings.
- Performs required errands, to include purchase on local supplies, conduct of market basket surveys, and payment of bills to local suppliers.
- Assures that vehicles are properly maintained and operated according in accordance with Peace Corps and USG guidelines, and manufacturer specifications. Performs daily checks of Peace Corps vehicles in accordance with vehicle check list including cleaning of vehicles and ensures that vehicles are locked and garaged after office hours. Ensures vehicles have sufficient fuel for planned activities and purchases fuel when necessary. Maintains daily vehicle logs.
- Ensures that vehicles are clean, in good repair, and secure at all times. Monitors the use of vehicles and related equipment and recommends maintenance or disposal as necessary. Performs minor mechanical maintenance as necessary. Identifies and/or recommends competent contractors for major mechanical work and ensures that all work is completed satisfactorily. Records repair and maintenance operations of assigned PC vehicle as outlined in the Vehicle Maintenance Log.
- Maintains garages and vehicles in good order.
- Assists with moving of furniture, supplies and equipment and retrieving supplies from storage, as needed.
- Provides assistance in maintaining daytime security of the office grounds. Cross train with Peace Corps Security Guards.
- Authorized to be an occasional money holder.
- Other duties as assigned.

Safety and Security (per SSI 110)

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.

Occasional Money Handler

The PSC may be requested 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 requested 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.

Supervision

The Driver works under the direct supervision of the Director of Management and Operation, while the GSS coordinates work activities.

Required knowledge and skills:

- First Class driver license, Categories BCD preferred E, but not required
- Must have experience working as a driver no less than 10 years;
- Experience driving the buses no less than 3 years;
- Good knowledge of vehicle and vehicle maintenance;
- Ability to work in a multi-cultural environment;
- Fluent in Kyrgyz; basic English to be able to communicate in English
- Knowledge of regions is an advantage.

Logistics and Level of Effort: Perform duties at assigned Post during a 40 hour work week. Schedule may change, based on post requirements and will include evening, holidays and weekends work.

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.