



Job Description

Title	Transport Assistant Driver
Institute/Department	Properties, Facilities and Projects (PFP)
Category	Technical
Reports to	Transport Supervisor
Location/Campus	Kukum Campus

Summary of Duties

This is a new position created within the Transport Pool Section of the Properties & Facilities Management Department of the University. Reporting to the Transport Officer, the drivers are expected to provide their services in the transport pool of the university. The drivers will be responsible for all aspects of driving, maintaining vehicle safety and cleanliness, ensuring the safety of those travelling in SINU vehicles, filing of vehicle log book, facilitating vehicle inspections and regular service and fueling of vehicles. The drivers will be accountable for ensuring that they perform their duties professionally and according to the university's authorized user undertaking form in the transport policy.

Roles and responsibilities:

1. Supporting Transportation Operations:

- Assist in coordinating and organizing transportation schedules, routes, and logistics.
- Help in the loading, unloading, and securing of cargo or passengers for transportation.

2. Vehicle Maintenance and Preparation:

- Conduct basic inspections and maintenance checks on vehicles to ensure they are in good operational condition.
- Clean and prepare vehicles for daily use, ensuring they are stocked with necessary supplies and equipment.

3. Assisting Drivers and Passengers:

- Aid drivers in navigating routes and traffic conditions, providing directions or assistance as needed.
- Assist passengers, including helping with boarding, disembarking, and carrying luggage or cargo.

4. Safety and Compliance:

- Ensure adherence to safety protocols and regulations during loading, unloading, and transportation.
- Help maintain a safe and organized work environment, including proper storage and handling of equipment and materials.

5. Documentation and Record-Keeping:

- Maintain accurate records of transportation activities, including mileage, fuel consumption, and vehicle maintenance.
- Assist in preparing reports and documentation related to transportation operations.

6. Customer Service and Communication:

- Provide courteous and professional assistance to passengers and clients, addressing inquiries or concerns effectively.
- Communicate clearly and effectively with team members, drivers, and other stakeholders to ensure smooth operations.

7. Emergency Response and Problem Solving:

- Be prepared to respond calmly and effectively to emergencies or unexpected situations during transportation.
- Assist in troubleshooting vehicle issues and coordinating solutions with drivers and maintenance personnel.

8. Team Collaboration and Support:

- Work collaboratively with drivers, dispatchers, and other transportation staff to optimize efficiency and service delivery.
- Support team members in achieving transportation goals and maintaining high standards of service.

9. Adaptability and Flexibility:

- Adapt to changing priorities, schedules, and operational demands in a dynamic transportation environment.
- Demonstrate flexibility in tasks and responsibilities to support the overall needs of the transportation team.

10. Continuous Improvement:

- Identify opportunities for process improvement and efficiency in transportation operations.
- Participate in training and development activities to enhance skills and knowledge related to transportation assistance.

Key Accountabilities

- Ensure that they hold a current valid and appropriate Solomon Islands driver’s license.
- Ensure that they are not under the influence of alcohol or drugs when driving.
- Ensure that the transport pool vehicles are maintained in a safe and roadworthy condition at all times.
- Ensure vehicles are operated per the manufacturer’s instructions.
- Be responsible for the interior and exterior cleanliness of the university transport pool vehicles.
- Ensure that the vehicle log is properly completed and maintained.
- Comply with the University transport policy as amended from time to time
- Comply with the Solomon Islands Road Safety Act when driving
- Undertake any other duties as appropriate within the competence of the incumbent as required from time to time by the Director of Properties & Facilities

Minimum Qualifications Requirements:

- At least completed Diploma or Certificate Level of education in Solomon Islands
- At least 5 years of driving experience in Honiara or other urban centres with no Traffic incidents
- Knowledge and experience in troubleshooting or identifying basic vehicle engine faults
- Must be able to communicate in English both orally and written
- Must have valid and appropriate Solomon Islands driver’s license to drive light to heavy vehicles and tractor with trailer.

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will according to SINU Salary Level. The contract is renewable to good performance.