LT03800
HEAD OF DRIVERS

Level 4

Reports to (Hierarchical)
Logistics Supervisor

Reports to (Functional)
Logistics Supervisor

Job Family
Logistics and Supply

Main Purpose
Coordinating and controlling the operation of vehicles in one location according to traffic regulations and **MSF** security rules and ensuring that the team of drivers perform properly their duties to ensure an adequate, efficient and safe transport of goods and people

Accountabilities
- Transporting **MSF** personnel and material ensuring their safety.
- Supervising the team of drivers and monitoring and evaluating their performance, ensuring compliance with all rules, safety regulations and **MSF** instructions, as well as the maintenance and service of their assigned vehicles which includes preparing and overseeing the drivers' work schedule, ensuring daily and weekly checks of vehicles and the correct filling in of administration and vehicle logbook;
- Performing monthly checks of the vehicle inventory, documentation and first aid kit together with the responsible driver and conducting a driving test for all new drivers. Performing regular drivers' assessments.
- Coordinating and supervising the associated resources (drivers) and fleet management to ensure adequate service in terms of organizing availability of drivers, vehicles to drive, duty rosters and replacements in case of absence, and fuel control. Organizing training courses for drivers
- Checking and ensuring that safety procedures are met in vehicles to ensure that transportation is in the best conditions of safety for travelers.
- Reporting any problems with the vehicles (mechanical, accidents...) to the line manager / technical referent as well as preparing monthly reports on services, spare parts, consumption, etc. of each vehicle.
- Ensuring maintenance on the fleet of vehicles to be in perfect working order and that cars are serviced at the desired time to ensure good use of it and be able to deliver services.
- Looking after all equipment related to vehicles and driver. Ensuring the proper use of radios in vehicles, numbers and codes, according to MSF protocols and procedures in place

Education

Essential literacy, driving license and basic mechanic skills

Experience

Minimum 2 years previous experience as a driver

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