



Peace Corps Togo

Driver Statement of Work

TYPE OF CONTRACT: Temporary assignments: three months in Zafi and on call basis (contract periods range from a few days throughout the year to several months during the May - September period)

BACKGROUND

Under the overall management of the General Services Section and direct supervision of the General services Assistant in charge of Motor pool and Asset Management, the temporary driver ensures that Peace Corps Togo Office staff, Volunteers and equipment are driven safely to meetings, workshops, and other work-related destinations; and that the peace Corps vehicle under his/her charge is maintained in an optimal working condition.

Duties and Responsibilities:

I- Logistic Support

1. Drives for official business Peace Corps Personnel and Volunteers to meetings, field missions and any other errand location, including airport pick-up duties.
2. Collects and delivers mail, packages and equipment; and maintains records of all deliveries and distributions for Peace Corps.

II- Vehicle Maintenance

1. Ensures that the assigned vehicle is compliant with the US Government minimum operating standards and Peace Corps' Vehicle Policy requirements.
2. Performs minor repairs, arranges for regular maintenance (Check daily oil, water, battery, wheels, lights...) and keep vehicles clean to ensure that they are in good running condition at all times.
3. Ensures availability of all the required documents/supplies including vehicle insurance, registration, logs, office directory, map of the city/country, first aid kit, fire extinguisher, luggage cover and necessary spare parts are in the assigned vehicle. Reports to their Supervisors expired documents.
4. Ensures safety and custody of the vehicle, including tools and reports vehicle's weak points for verification and repair.
5. Ensures that, in the event of an accident involving the office vehicle, the necessary steps required by rules and regulations are followed.

III- Administrative Support

- 1- Maintains records for vehicles, logs official trips, records daily mileage, records the use of fuel vouchers, and keeps records on consumption.
- 2- Writes/types reports for any incident related to driving, passengers, vehicles...
- 3- Uses the computer to prepare clear and proper travel computations.

IV- Responsibilities and restrictions

- 1- The Driver is fully responsible for the assigned vehicle. The Driver may not allow any other individual (except for another Peace Corps driver) to drive the vehicle.
- 2- The Driver should not drive the vehicle without permission from the supervisor.
- 3- The Driver should not increase the number of days of travel, or significantly increase the total distance traveled without prior approval from the supervisor.
- 4- Drivers, must strictly adhere to all USG and PC vehicle and regulation, including:
 - Non –authorized persons are not allowed to ride in PC vehicles.
 - Seat belts are worn at all times by the driver and all passengers.
 - PC vehicles are used for official business **only**.
 - Smoking is not allowed in any PC vehicle.
 - Traffic laws are followed at all times.
 - Consumption of any amount of alcohol or drugs is strictly forbidden while on duty, driving a PC vehicle, or responsible for a PC vehicle.

V- Required Minimum qualification

- Completion of Secondary School (BEPC) is required.
- Valid driver's license category D and/or C is required. Possession of an international driving license is an advantage.
- At least 5 years work experience as a driver with safe driving record is required. 2 years' experience in an international organization is desired.
- Skills in minor vehicle repairs.
- Good interpersonal skills.
- Strategic and analytical thinking skills.
- Oral and written skills in both French and English (fluency preferred).
- Elementary use of computers (e.g. email, internet, Word, Excel).

- Standard of conduct. Contractor will behave in a professional manner at all time. Contractor must abide by the statement that states that:” An employee may not engage in criminal, infamous, dishonest, immoral or notoriously disgraceful conduct prejudicial to the Government.”