

TERMS OF REFERENCE (TOR)

Designated Driver to CEO

1. Overall Job Description

The Designated Driver shall provide safe, reliable, professional, and timely transportation services to the Chief Executive Officer, while ensuring the proper care, cleanliness, security, and operational readiness of the assigned official vehicle. The incumbent shall maintain a high degree of professionalism, punctuality, and courtesy, particularly when handling official movements, meetings, field visits, and other engagements of the CEO.

2. Specific Responsibilities

The Designated Driver shall:

- i. Provide safe, punctual, and efficient transportation services to the CEO for official duties, meetings, field visits, and other authorized engagements.
- ii. Operate the assigned vehicle in strict compliance with the Road Safety and Transport Regulations, traffic laws, and applicable FCBL policies and procedures.
- iii. Maintain the assigned vehicle in a clean, roadworthy, and presentable condition at all times.
- iv. Conduct routine checks of the vehicle, including fuel, engine oil, coolant, tyres, brakes, lights, battery, and other essential components.
- v. Immediately report any mechanical defects, accidents, damages, or maintenance requirements to the concerned authority.
- vi. Coordinate and facilitate timely servicing, maintenance, inspection, and repair of the assigned vehicle.
- vii. Maintain accurate records of vehicle usage, including mileage, fuel consumption, servicing, maintenance, and official trips, as required.
- viii. Ensure that the vehicle is adequately fuelled and ready for use in accordance with the CEO's schedule.
- ix. Exercise discretion and maintain strict confidentiality regarding the CEO's movements, schedules, meetings, conversations, documents, and other official matters that may come to the driver's knowledge in the course of duty.
- x. Demonstrate professional etiquette when interacting with the CEO, senior management, government officials, clients, partners, and members of the public.
- xi. Plan routes appropriately and take reasonable measures to ensure timely arrival at destinations, particularly during official engagements.
- xii. Assist with loading and unloading of official materials, documents, or other items when required.
- xiii. Remain flexible regarding working hours, including early morning, evening, weekends, and public holidays, when required for official duties.
- xiv. Ensure the safety and security of the CEO and other authorized passengers while operating the vehicle.

- xv. Comply with all instructions issued by the CEO and the designated administrative authority concerning official vehicle use.
- xvi. Perform other duties and responsibilities assigned by the CEO or Management that are reasonably in the interest of the Company.

3. Education and Experience Criteria

- i. Minimum Class X qualification.
- ii. Must possess a valid driving license appropriate for the assigned vehicle category.
- iii. Must possess a valid professional driving license and relevant professional driving experience.

4. Personality Specifications and Attributes

The candidate should possess the following attributes:

- i. Basic knowledge of vehicle maintenance and troubleshooting.
- ii. Good driving skills with a strong commitment to road safety.
- iii. Punctual, responsible, reliable, and disciplined.
- iv. Ability to work independently with minimal supervision.
- v. Good knowledge of road networks, routes, and geographical locations within the assigned region.
- vi. Physically fit and capable of assisting with loading and unloading of goods when required.
- vii. Ability to work beyond normal working hours and undertake long-distance travel, as required by operational needs.
- viii. Good communication and coordination skills.

5. Document requirements

- i) Duly filled FCBL Job application form.
- ii) Curriculum Vitae/Resume.
- iii) Copies of Academic certificates and transcripts.
- iv) Copy of work experience certificate
- v) Copy of valid CID card.
- vi) Security Clearance.
- vii) No Objection letter if employed.
- viii) Original medical fitness certificate

6. Salary and Other Benefits

- 1. Position Level: O4
- 2. Basic Pay : Nu. 10,655.00
- 3. Fixed Allowance: Nu. 7740.00
- 4. Contract Allowance: 50% on Basic Pay
- 5. LTC: Nu. 890.00
- 6. PBVI based on the annual performance compact (i.e. as and when decided by the management).
- 7. Other allowance shall be provided as per the Internal Service Rules (ISR).

7. Reporting and Work Location

The Designated Driver shall be stationed at the FCBL Corporate Headquarters, Phuentsholing, and shall report directly to the Chief Executive Officer for day-to-day official transportation requirements.