



MINISTRY OF EDUCATION YOUTH & INFORMATION
TTPC (Trench Town Polytechnic College)
DESCRIPTION AND SPECIFICATION
DRIVER/MESSENGER

Job Purpose:

Under the general direction of the Plant Manager the Driver/Messenger is responsible for providing transportation services through the delivery and collection of mails and packages, transporting staff, affecting other related services as assigned, while ensuring safety and timeliness in the execution of responsibilities.

Key Outputs:

- Mails and packages sorted packages/mail to and from designated destinations transported
- Staff to and from designated locations transported
- Log Book and other related records maintained
- Incident Reports prepared and submitted
- Assigned motor vehicle maintained

Key Areas of Responsibility:

1. Transports staff members to and from designated destinations;
2. Plans and follows the most efficient routes for delivering mail/packages;
3. Delivers and collects correspondence /packages around / outside the Corporate Area according to instructions and makes special deliveries or emergency runs when required;
4. Obtains signatures for items delivered and received;
5. Keeps the communication system (radio/ phone) in the vehicle turned on;
6. Ensures that all immediate actions required by rules and regulations are taken in the event of involvement in an accident;
7. Maintains the log book assigned to the vehicle in an up-to-date condition;
8. Maintains contact with the office at all times;

OTHER

- ☐ Undertakes other related duties that may be assigned from time to time.
- ☐ Performance Standards
- ☐ Accurate and up-to-date records maintained concerning: transportation; vehicle maintenance; fuel purchase; vehicle condition; accident reports and other related records ;
- ☐ Mails and packages appropriately sorted to facilitate efficient delivery;
- ☐ Ensures that all documents delivered are signed for by the recipient/s;
- ☐ Maintains timeliness in the delivery of items;
- ☐ Routine maintenance of assigned vehicle is effected daily;



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- ☐ Required to remain on the compound when not on any assignment and not leave without proper authorization;
- ☐ Required to comply with all traffic laws and rules of the road;
- ☐ Practice defensive driving strategies at all times.

Required Competencies

Core

- *Ability to drive a multi-passenger vehicle safely and appropriately;*
- *Ability to read and interpret road signs;*
- *Ability to read, understand, and adhere to the rules and regulations of the Department of Administration;*
- *Ability to communicate effectively orally and in writing ;*
- *Maintains confidentiality;*
- *Exhibits courtesy in dealing with both internal and external publics;*
- *Ability to establish effective professional relationships with customers, and co-workers;*
- *Ability to prepare concise and accurate reports;*
- *Ability to recognize vehicle maintenance needs and effect where possible;*
- *Ability to perform minor motor vehicle repairs*

Technical

Extensive knowledge of the operations and features of assigned vehicle

Excellent reasoning skills to interpret policies and procedures, maps, and route directions

Minimum Required Qualification And Experience.

- a. High School Certificate

OR

- b. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

AND

possession of a safe driving record;

- c. Required to be the holder of a valid Driver's Licence.



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Special Conditions

- Reports to the transport office on completion of each assignment
- Keeps the communication system (radio/ phone) in the vehicle turned on
- Required to travel island wide and in various weather conditions
- Required to load and unload heavy packages or equipment at times
- Required to work beyond normal hours at times to meet deadlines

Authority To

- ☐ To drive assigned motor vehicles
- ☐ To transport staff and mail/ documents