



TOR for Vehicle with Driver Halabja

Role Purpose:

The driver is responsible for the vehicle's safe driving for the Islamic Relief Iraq programme staff/Volunteers, ensuring proper maintenance of vehicles in compliance with safe driving standards and ensuring the car is fuelled on time for trips. The driver should follow IR Iraq policies and procedures and local country traffic road rules.

KEY RESPONSIBILITIES

Documentation

- Maintain the vehicle by checking the vehicle's status every week; alert the direct supervisor in case of technical problems or need for maintenance. Keep the Vehicle Documents Log book up-to-date
- Prepare Daily Vehicle Usage report, including trip use, mileage, and fuel consumption.
- Maintain a valid driver's license, registration, and valid permits all the time
- Supporting the procurement and admin team for the manual task

Control of Vehicles

- Ensure that all vehicle journeys are authorized in advance by Line Managers.
- Ensure that all vehicle journeys are to be recorded in the logbook at the start and completion of the journey
- Ensure that the keys and vehicle documents are kept secure when the vehicle is not used.
- Ensure all passengers wear vehicle safety seat belts before driving the vehicle.

Accidents.

- Immediately report any accidents accrued to the line manager/safety and security focal point and fill out the accident report. You might need to inform the traffic police as soon as possible.
- IR Iraq reserves the right to refuse entry to a vehicle by any staff member without identification documents who cannot be identified by IR Iraq staff or who might fill out the disclaimer sheet.

Vehicle Checks

- Check the vehicle before its use in the morning and after use
- Check the vehicle before departing from work.
- Check, on taking over a vehicle, that the items listed on the Vehicle Check List and the items listed in the Vehicle Tools and Materials Inventory are present and in complete functioning order.





Vehicle Defects

- A driver is to check for vehicle defects and damage to the vehicle and ensure that he reports them to his line manager. After consulting a mechanic, the line manager will decide if the car should be taken off the road for repair.
- Report and supervise all maintenance and repair needs of assigned vehicles.

Cleanliness

- The driver is responsible for ensuring that his vehicle is kept clean on the outside and inside at all times. The driver must also keep the car tidy and remove all rubbish after a journey.

Working Hours

- Working hours (8:00 to 16:30) upon request day by IR Iraq.
- Overtime payment is not applicable for any extra hours after 16:30.

Wages terms and conditions: IR Iraq will pay the driver every month as per the rates table and routes below:

Route#	Routes Description وصف الطرق	Price per Month (IQD) السعر شهريا (دينار عراقي)
Route#1	Within Halabja governorate (through the whole working day) ضمن محافظة حلبجة (طوال يوم العمل)	
Route#2	From Halabja to different governorate and vice versa من حلبجة الى مختلف المحافظات وبالعكس	

Other

- Follow and abide by the traffic rules, regulations, driver safety manual, and any other instructions given by the Supervisor.
- Maintain all vehicle safety equipment, as per vehicle safety kit, in liaison with the admin coordinator, including first aid kit, communication equipment, and fire extinguisher.
- Work after duty hours or holidays as and when required and with prior notice from the line manager
- The Hired Person will be responsible for any Airport Shuttle duties which be on other normal
- Perform any other relevant and appropriate tasks requested by the Line Manager.





Selection Criteria:

Criteria	Scoring
Previous similar Experience Minimum 1 year of experience in driving vehicles especially, preferably previous experience with other NGOs / خبرة لا تقل عن سنة في قيادة المركبات بشكل خاص، ويفضل أن تكون لديه خبرة سابقة مع المنظمات غير الحكومية الأخرى	3
Resume mentioned all driver details and smaller experience السيرة الذاتية، تذكر جميع تفاصيل السائق والخبرة المماثلة	2
Vehicle type نوع السيارة SEDAN	5
Vehicle type نوع السيارة Pick up	5
Vehicle type نوع السيارة SUV	5
Model of vehicle Vehicles must not be older than 5 years, and they must be in good condition يجب ألا يزيد عمر المركبات عن 5 سنوات، ويجب أن تكون في حالة جيدة.	30
Price / السعر	50
Total	100

Payment Terms and Conditions

The payments will be made via bank transfer/cheque. All applicable government taxes will be excluded from the payment amount. The payment will be processed every month from the day of signing the contract, during the first week of each month, till the contract's end date.

Prepared by
Ayoub Ahmed

Approved by  