

ToR Vehicle with Driver

Role Purpose:

The service provider/Driver with the vehicle including maintenance and insurance, is responsible for the safe driving of the vehicle in official business in connection with activities on the ground for the Islamic Relief Iraq program staff/Volunteers, ensuring proper maintenance of vehicles in compliance with safe driving standards, ensuring the vehicle is fuelled on time for trips. The driver should follow IR Iraq policies and procedures as well as local country traffic road rules.

KEY RESPONSIBILITIES

Workdays and Work-hours:

- The regular workdays of the transportation of the staff are five days a week. Sunday to Thursday.
- The work hours are 08:00 a.m. through 04:30 PM five days a week.
- On the weekends the services request shall be on call.
- The vehicle and driver must be available for the exclusive use of IR and in accordance with IR procedures.
- Overtime will be compensated on a time-by-time basis.

Rules and Responsibility

- Maintenance of the vehicle by checking on a weekly basis the status of the vehicle; alert the direct supervisor in case of technical problems or need of maintenance Keep the Vehicle Documents Log book up-to-date.
- Prepare Daily Vehicle Usage reports, 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 manual tasks.
- The service provider may be requested for a trip outside working hours inside the city for work purposes
- The service provider should pass the driving test
- The service provider should be keeping the vehicle clean, well always maintained, and in operationally ready condition.
- The service provider is duly responsible for an incident or accident that occurs to the car

Control of Vehicles

- Ensure that all vehicle journeys are authorized in advance by Line Managers.
- Ensure all passengers wear vehicle safety seat belts before driving the vehicle.





Accidents.

- Immediately report line manager/safety and security focal point of any accidents accrued and fill 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 any staff member without identification documents or who cannot be identified by IR Iraq staff or who might fill the disclaimer sheet.

Minimum Safety Equipment:

- Spare wheel/tire;
- Jack and tools to change;
- Warning / Hazard Triangle;
- Tow rope;
- Dry powder fire extinguishers (1kg),
- Small first aid kit.
- All vehicles must be fully fitted with functioning seat belts.
- Functional Airbags

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 full functioning order.
- The service provider guarantees to do all the routine services and maintenance without any extra cost including but not limited to all fluids, windows wipers, worn-out tires, faulty or burnt-out headlights, light signals, full technical service with regular change
- The vehicle must be in basic seen, no customization is accepted.
- The service provider must provide vehicles in clean outseen be in good shape and be in a safe mechanical operating condition.
- Accessories like a seat belt, functional AC, first aid kit, emergency tools, spare tire, lift jack, and emergency triangle wit

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 make the decision as to whether the vehicle 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 is also to keep the vehicle tidy and ensure that all rubbish is removed from the vehicle after a journey.



Wages terms and conditions: IR Iraq will pay a salary to the driver on a monthly basis.

Table and routes

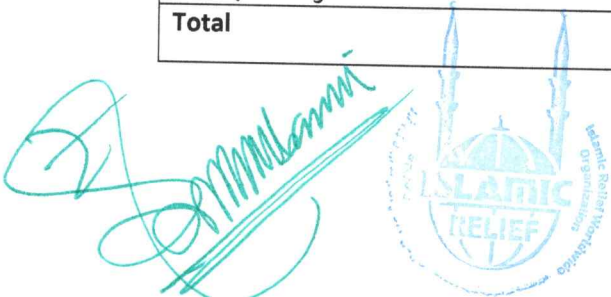
Route#	Routes Description
Route#1	Within Nasiriyah city (through the whole working day)
Route#2	From Nasiriyah to different Thi Qar districts district and vice versa

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.
- 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 SUV نوع السيارة	10
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 end date of the contract.

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Approved by

