

Foundation for Social Welfare Services

Terms of Reference

Designation: Driver

Reporting to: Service Manager or his/her delegate

Service required: Upon request

Service agreement: Service contract – with VAT

Remuneration: € 4.29/hour exclusive of VAT

Overall objective of the position:

The duties of a driver would entail picking up clients in the morning from their residence to the Centres and back at Mid-day in summer and afternoon in winter.

Duties and Responsibilities include but are not limited to:

1. transport people as requested;
2. ensure that the vehicles used are well serviced and kept clean;
3. start every trip from the location indicated and park the vehicle where directed once the journey is finished; and
4. abide by the Foundation's Motor Policy at all times.

Entry Requirements for Position:

Applicants must possess the Green tag and a valid driving license D, D+E, (ADT special License).

The Driver maintains the necessary level of confidentiality commensurate to the level of responsibility but also shares all relevant information with his/her senior who is also bound by confidentiality.

These Terms of Reference may be changed from time to time to reflect the changing needs of the Foundation.

