



Project Driver

Job Description

Job Title: Project Driver

Reporting To: LCD Ethiopia Programme Manager

Locations: Wolaita Sodo with occasional visits to Hawassa and Addis Ababa. Travel expenses for head office work will be reimbursed.

Working Hours: 08.30am – 5.30pm daily with a one hour lunch break

Aim of Job: To operate LCD vehicles safely and in accordance with LCD Policies and Procedures as well as with Ethiopian law; to drive LCD staff as and when required

Key duties:

- Providing driving services for LCD staff and others involved with our projects as instructed by line manager
- Checking basic maintenance (oil, coolant, water, tyre pressure, battery water) regularly.
- Maintaining a daily log of all trips, mileage and fuel consumption for monthly checking by line manager
- Completing information required for monthly vehicle reports to be submitted to line manager
- Ensuring that all major incidents are reported to the Programme Manager immediately.
- Ensuring that vehicles are taken to the garage in good time when faults emerge.
- Ensuring that vehicles are clean at all times.
- Any other duties as instructed by line manager