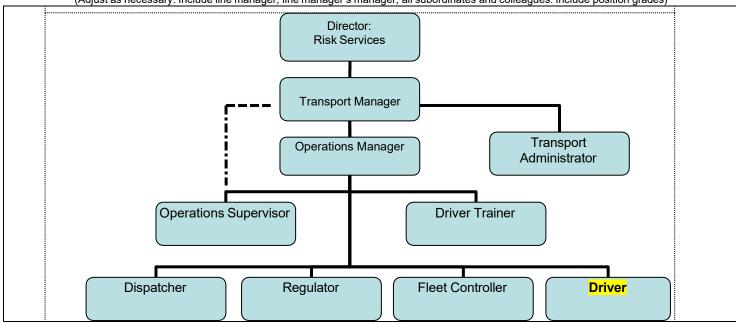| HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Driver	
Job title (HR Business Partner to provide)		
Position grade (if known)	5	Date last graded (if known)	
Academic faculty / PASS department	Properties & Services	
Academic department / PASS unit	Risk Services	
Division / section	UCT Transport Department	
Date of compilation	June 2024	

ORGANOGRAM
(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)

PURPOSE

The main purpose of this position is to transport students, staff, and visitors on all UCT shuttle routes.

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Operational Duties	90%	• Convey UCT staff/students and visitors on and between campuses/residences as per the waybill given • Record the relevant information on the waybill given eg, passenger count, departure times etc. • Check bus issued before/after shift/duty and record all relevant information on vehicle checklist. • Immediately report any bus defects to the office. • Comply with the rules and regulations of the National Road Traffic Act. • Assist passengers with any information requested with regards to bus schedules, routes, etc. • Assist with accidents/incidents reported. • Assist with analyzing passenger needs within the allocated area and provide an efficient and reliable service. • Attend monthly staff/driver meetings. • Operate wheel-chair lift on disability fleet vehicles. • Report breakdowns. • Interact with UCT community. • Ensure buses arrive and depart on time at regulating points and report any delays to the operations office. • Ensure buses show the correct duty plates, destination boards and fleet numbers. • Ensure that all shifts are operating on time according to the waybill • Check that staff, students, and visitors possess the relevant proof to use the shuttle services eg, access cards, permission letters etc.	• To provide safe and timeously transport to all UCT students, staff, and visitors on daily. • Defects on fleet vehicles are reported timeously • Report any route and time deviations or delays
2	Compliance	5%	• Ensure that pdp's and licenses are valid. • Assist in ensuring vehicles meet legal requirements.	• Compliance with regards to legislation and standard procedures
3	Perform related duties as assigned	5%	• Perform any reasonable duties requested by management.	• Fleet vehicles are taken for servicing and repairs • Compliance with regards to standard operating procedures

		• Involves performing specified duties of coworkers to maintain continuity of normal operations eg, assist with checking buses, and assist with management of passenger ques. • Attend to emergency situations with regards to the shuttle operations. • Shunting buses that involve refueling and taking buses for maintenance or repairs. • Monitor compliance of Health and Safety activities within the bus/vehicle to ensure ongoing compliance with policies and guidelines.	• Fleet vehicles are refueled daily

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 Driver's License – code C or EC and valid professional driving permit (PrDP)
Minimum experience (type and years)	5 years' experience in Passenger Transport Industry
Skills	Communication and interpersonal skills Effective time management
Knowledge	Knowledge of the passenger transport industry Knowledge of UCT policies and procedures
Professional registration or license requirements	An unendorsed South African Driver's license – Code C or EC A valid professional driver's permit (PrDP)
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Medical Assessment and criminal check

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Good Communication skills	1	High stress tolerance	1
	Pleasant an even-tempered disposition	1	Ability to manage time effectively and efficiently	1
	Interpersonal skills	1	Time management	1
	Good record keeping	1	Professionalism	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Transporting UCT students, staff and visitors.
Amount and kind of supervision received	Medium supervision from management
Amount and kind of supervision exercised	This position does not require any supervision of staff by the driver.
Decisions which can be made	Refer to KPA's
Decisions which must be referred	All decisions outside of scope of key performance areas.

CONTACTS AND RELATIONSHIPS

Internal to UCT	All UCT Departments and students
External to UCT	All UCT visitors

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