



འཛིན་སྐྱོང་མེད་དབང་ཕྱག་སྒྲོག་མེ་སྟོང་བདར་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute
Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Driver

The Driver shall be responsible for the safe, timely, and efficient transportation of institute staff, trainees, and goods. The duties include the following:

1. **Safe Driving:** Operate institute vehicles safely in accordance with traffic rules and regulations.
2. **Vehicle Maintenance:** Ensure regular maintenance, cleaning, and servicing of vehicles assigned.
3. **Transportation Support:** Transport staff, trainees, and goods as per the schedule or as instructed by the administration.
4. **Record Keeping:** Maintain logbooks, fuel consumption, and trip records for all vehicle movements.
5. **Compliance:** Ensure all vehicle-related legal documents (registration, insurance, permits) are valid and up to date.
6. **Emergency Assistance:** Respond to vehicle breakdowns or emergencies and coordinate repairs as needed.
7. **Additional Duties:** Perform any other transport-related duties assigned by the administration.

(Karma Dorji)

Training Director
JWPTI