

Terms of Reference

1. To conduct routine check and follow up with the maintenance schedule of the vehicles and ensure cleanliness of the vehicle in both interior and exterior.
2. To maintain proper fuel records and maintain best mileage as possible.
3. To update the documents of the vehicle before expiry and ensure all the documents are valid before the movement of the vehicle.
4. To maintain proper logbook and minimize the unnecessary movement of the vehicle as possible.
5. Maintain proper maintenance record of the vehicle along with the cost.
6. Capable to drive Auto and Manual vehicles.
7. Should have valid Professional Driving (PD) Licence.
8. Ensure Safely transport staff, guests, and materials as assigned
9. Adhere to traffic rules and company policies at all times
10. Be available for duty during official hours and as required.
11. Ensure to be good communication skills and attitude.
12. Should have basic vehicle maintenance knowledge.