



Job Profile

Driver (Bus)

Job Details

Job Title	Driver (Bus)
Historic Job Title	Driver - Bus
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Driver (Bus)
Direct Line Manager	Fleet Controller
2nd Line Manager	Supply Chain Executive
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To safely transport employees to and from work for the various day and evening shifts.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- Professional driving permit (*PrDP*)
- Driver's License – Code C1
- No criminal record

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Driving experience	1 year

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.
They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Transportation of Employees	- Collect and transport employees in accordance with the scheduled <i>Route Plan</i> - Check that all scheduled employees are on the bus and report employees not collected due to late arrival to the Fleet Controller - Adhere to the <i>Rules of the Road</i> and adhere to <i>Road Safety Precautions</i> - Adhere to the <i>Route</i> and <i>Time Schedule</i> to ensure the timely arrival of employees at work - Assist with <i>ad hoc</i> transportation of employees as requested by the Fleet Controller	80%
Bus Maintenance	- Check that the bus is in good working condition - Check tyres and ensure that the bus is refuelled on time - Clean the bus inside and outside - Report all accidents or damages to the Fleet Controller - Take the bus for <i>Roadworthy Tests</i> when required - Perform basic <i>Maintenance Tasks</i> such as the replacement of tyres	15%
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times.	5%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills
• Driving
• Interpersonal
• Communications
• Time management

Behavioural Attributes
• Dependable
• Reliable
• Vigilant
• Presentable
• Sober

Knowledge
• Understanding of the <i>Route</i> and <i>Time Schedule</i>
• Basic understanding of the <i>Mechanics</i> of the bus
• Understanding the <i>Rules of the Road</i> and <i>Road Traffic Signs</i>

Special Requirements
• Incumbent is expected to work over weekends, public holidays and after hours
• The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
• Duties will be based on your specific skills and capability level and in accordance with operational requirements
• Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants	
Participant Name	Participant Designation
Jude Melwood & Duaine Bruinders	Driver - Bus
Gilbert Loots	Fleet Controller

Completed By	
Name	Title
Christine van Rensburg	21 st Century Executive Consultant