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Norbuling Rigter College
Kuen-Gaa Group of Companies Pvt. Ltd.
Post Box 1211
Doteng (Paro): Bhutan
Phone +975 (8) 271313
www.nrc.edu.bt



Terms of Reference (TOR)

Position Title	: Driver
Position Level	: O6
Unit/Department	: Estate Unit
Reporting Authority	: Head, Estate
Appointment Type	: Full-time (Administrative Staff)
Duty Station	: Norbuling Rigter College, Paro

1. Background

Norbuling Rigter College requires a reliable and responsible driver for the College Utility vehicles to support transport of goods, staff, and students. The driver must ensure safety, punctuality, and proper care of the College vehicles at all times, including during off-hours when required.

2. Purpose of the Position

The purpose of this position is to ensure safe, efficient, and timely transportation of passengers and goods, and to maintain the vehicles in good running condition, ready for use at any time.

3. Duties and Responsibilities

3.1. Driving and Transportation:

- 3.1.1. Safely transport staff, students, and goods as assigned.
- 3.1.2. Follow all traffic rules and regulations without exception.
- 3.1.3. Drive responsibly to avoid accidents, delays, or damage to the vehicles.

3.2. Availability and Residence:

- 3.2.1. Must reside within close proximity to the College to attend to emergency or ad-hoc duties.
- 3.2.2. Must be available for off-hour duties, including nights, weekends, and holidays as required.

3.3. Vehicle Care and Readiness:

- 3.3.1. Ensure the utility cars are ready 24/7, with adequate fuel, coolant, tyre pressure, and all essential tools and equipment
- 3.3.2. Conduct daily checks of vehicle condition before and after use.
- 3.3.3. Wash and clean twice a week and maintain the vehicle to ensure hygiene and proper functioning.

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3.4. Repair and Maintenance:

- 3.4.1. Carry out minor repair work and basic troubleshooting when necessary.
- 3.4.2. Report major issues to the concerned authority immediately.
- 3.4.3. Follow the required/scheduled servicing and maintenance.

3.5. Documentation and Compliance:

- 3.5.1. Update the vehicle logbook accurately before departure and immediately after the trip without fail.
- 3.5.2. Ensure all documents; insurance, bluebook, emission test, registration, and permits are kept updated at all times.
- 3.5.3. Maintain records of fuel consumption, mileage, and repair activities.
- 3.5.4. Perform any other task assigned by the Head of Estate or the College Management relevant to the role.

4. Required/Minimum Qualifications & Experience/Preferences:

- 4.1. Class VI passed.
- 4.2. Valid Bhutanese driving licence for light vehicle.
- 4.3. Minimum 2 years of driving experience.

5. Competencies Required:

- 5.1. Good driving record with no history of major accidents or violations.
- 5.2. Knowledge of basic vehicle mechanics and minor repairs.
- 5.3. Physically fit and mentally alert.