SOPs

Driver

Drivers have various transporting duties and specifically for industries like hotels, restaurants, delivery services, cabs, etc. Their work includes transporting clients from one place to another, carrying out vehicle maintenance checks, and interacting with clients in a professional manner.

Drivers Should Possess:

- A valid driver's license
- Road knowledge of the operating area
- Knowledge to operate GPS
- Good interaction skills

Driver Job Titles:

- Local Driver
- Cab Driver
- Private Driver
- Organization Driver
- Hefty vehicle Driver (Truck/bus)
- Owner-Operators

Responsibilities of Driver:

- Transporting clients/packages from one place to another

- Good understanding of traffic rules

- Ensuring that vehicles have sufficient gas and are always ready for use

- Updating monthly mileage records for finance management

- Being flexible in working hours

- Interacting with clients in a professional conduct

- Arranging for vehicle repairs whenever required

- Must be able to handle physical workload