**Scope of Work**

Catholic Relief Services (CRS), an international relief and development agency, committed to the alleviation of human suffering, the development of people and the fostering of charity and justice in the world irrespective of race, creed, or nationality.

**Drivers Responsibilities:**

* Driver must come in time.
* Driver must respect diversity.
* Driver must reach staff to villages as they planned.
* Driver must be compliance &respect organization policy regulation.
* Driver must provide services as required.
* Driver must fill vehicle log sheet for each trip with accurate information.
* Driver must adhere with what are mentioned on the contract.
* Driving each vehicle with an experienced driver with valid general drive license.
* Driver must have clean driving record & has never been convicted of any crime by court.

**Vehicle conditions**

* Vehicle with an experienced driver with valid general drive license.
* Well air-conditioned vehicle
* Vehicle machine must be in standard excellent condition.
* Valid vehicle comprehensive insurance
* Vehicle good condition from inside and outside (seats & floors)
* The vehicle interior and exterior paint should be excellent with no broken glass or any other type of the damage.
* Spare tire to be available along with all required tools.
* A fire extinguisher should be available.
* All seatbelts must be good.
* The vehicle should be having emergency box.

**General Conditions**

* Ensures that all drivers are known CRS.
* Ensures that new drivers are briefed by CRS personnel on CRS policies and procedures prior to starting work, and that they sign the code of conduct.
* Ensures that drivers operate within the safe working hours as given by CRS. If CRS says no travel at night, then there should be no night-time travel.
* Ensures that all drivers are fully licensed, trained, and professional in their work.
* The behavior of the drivers remains the responsibility of the subcontractor. If CRS is unhappy with a driver for any reason, and particularly if they violate the code of conduct, then the driver will be removed immediately and replaced.
* Provides a focal point for addressing and managing all issues.
* Vehicle owner and driver agrees to attend a training on safeguarding and sign relevant documents.
* Vehicle owner and driver needs to attend other safety and security trainings.
* Vehicle lease is including fueling and full maintenance including preventive.
* Approximate running distance per Month is unlimited Kilometers**.**
* CRS required from the awarded company to provide maximum 8 cars per day to cover the above-mentioned rules.
* The contractor should be able to provide all required approvals for the cars & drivers from local authorities.
* In case if the driver did not commit to CRS procedures & policies, then the contractor must replace him within 24 hours.
* Lease Period: One-year (12) Months.
* Working hours: Normally hours per day: Min 8, Max 12 hrs.
* Working days: Sunday – Thursday. Additional working days may be requested and charged according to the agreed price on the contract.
* Vehicle lease is including fueling and full maintenance including preventive.

**Disclaimer Clause:** This scope of work is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.