

Driver

Job Location: Vidyanjali Academy for Learning,
Cholanayakanahalli, R. T. Nagar Post,
Bengaluru 560 032

Job Type: Full-Time

Job Summary:

The Driver will be responsible for transporting goods or passengers safely and efficiently to their designated locations. The ideal candidate should have a strong sense of direction, excellent driving skills, and the ability to adhere to schedules. Familiarity with GPS devices and local roads is essential. The role requires commitment to safety, punctuality, and customer service.

Key Responsibilities:

- Safely transport goods/passengers to and from specified locations in a timely manner.
- Adhere to assigned routes and follow time schedules.
- Abide by all transportation laws and maintain a safe driving record.
- Prepare vehicle for operation by performing routine checks and maintenance.
- Load, unload, prepare, inspect, and operate the delivery vehicle.
- Adjust the route to avoid heavy traffic or road constructions, as needed.
- Collect payments when necessary.
- Keep the vehicle clean and properly maintained by performing regular washing, cleaning, and vehicle maintenance.

- Provide excellent customer service, answer questions, and handle complaints from clients.
- Keep accurate records of deliveries and customer authorizations and ensure all documentation is submitted to management on time.

Educational Qualifications:

- SSLC or equivalent.
- Valid professional driver's license (appropriate to vehicle type) with a clean driving record.
- Pass a background check, drug test and physical examination.

Required Skills and Qualifications:

- Proven work experience as a Driver or a similar role.
- Strong driving record with no traffic violations.
- Knowledge of area roads and neighborhoods.
- Ability to operate in a variety of weather and traffic conditions.
- Excellent organizational and time management skills.
- Good verbal communication.
- Proficiency in using GPS devices.

Salary:

- Competitive salary based on experience and qualifications.

Application Process:

- Interested candidates should submit a resume, a cover letter detailing their driving experience and qualifications, and a copy of their valid driver's license.