



འབྲུག་སོ་ནམ་ཐོན་སྐྱེད་བཅོས་ལྷན་ཁང་འཛིན། Bhutan Agro Industries Limited

Factory Locations: Wangchutaba, Thimphu & Lingmethang, Mongar
Corporate Office: Post Box No.329, Thimphu, Bhutan

Bhutan Agro Industries Limited Terms of Reference (ToR) Driver-V

1. Position Details

- **Position Title** : Driver-V
- **Level/Grade** : O7/Gr-XVIII
- **Duty Station** : Head Office, Thimphu
- **Reports to** : Manager (Admin & HR), Head Office and Lingmethang Plant
- **Employment Type** : Regular

2. Job Purpose

To provide safe, reliable, and efficient transportation services for company personnel, guests, and goods while ensuring compliance with road safety regulations and company policies. The Driver shall maintain assigned vehicles in optimum condition, safeguard company assets, support delivery and marketing activities, and uphold the highest standards of professionalism, integrity, confidentiality, and customer service.

3. Key Responsibilities

A. Transportation and Driving Services

- Operate company vehicles safely, responsibly, and efficiently for official assignments and authorized travel.
- Ensure timely transportation of employees, management, guests, and company materials as assigned.
- Adhere to all traffic laws, road safety regulations, and company policies while driving.
- Maintain confidentiality and professionalism when dealing with company officials, guests, and external stakeholders.

B. Delivery and Distribution Support

- Receive finished goods from the dispatcher against approved invoices and delivery notes.
- Assist in loading and unloading goods and ensure safe handling during transportation.
- Deliver products accurately and on time to retailers, distributors, and customers.
- Obtain customer acknowledgment and signed invoices upon delivery and submit them to the office for record-keeping.
- Support local and regional marketing and distribution activities as assigned.

C. Vehicle Maintenance and Administration

- Conduct daily inspections of assigned vehicles, including fuel, engine oil, coolant, tires, brakes, lights, and other essential components.
- Ensure vehicles are clean, roadworthy, and presentable at all times.



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- Maintain accurate records of vehicle usage, fuel consumption, mileage, and maintenance activities.
- Report accidents, breakdowns, defects, or maintenance requirements promptly.
- Ensure timely servicing and preventive maintenance of assigned vehicles.
- Maintain valid vehicle documents, including registration, insurance, fitness certificates, and emission test records.

D. Coordination and Compliance

- Coordinate with the Manager (Admin & HR), Motor Transport Officer, or designated supervisor regarding travel schedules, fuel requirements, maintenance, and operational matters.
- Support official transportation requirements across the organization as directed.
- Comply with company policies, occupational health and safety requirements, and operational procedures.

E. Other Duties

- Assist in other administrative, logistical, and operational activities as assigned by Management.
- Perform any other duties and responsibilities entrusted by the Company from time to time.

4. Qualifications & Experience

- Minimum Qualification: Class VIII passed.
- License Requirement: Valid Driving License preferable having Light, Medium vehicles and Heavy Vehicle.
- Minimum of 3 years of professional driving experience with a clean driving record.
- Basic knowledge of vehicle maintenance and road safety regulations.

5. Skills & Competencies

- Excellent driving and navigation skills.
- High level of discipline, confidentiality, and integrity.
- Good interpersonal and communication skills.
- Knowledge of vehicle maintenance and documentation.
- Professional grooming and courteous behavior.
- Ability to remain calm and focused under pressure.
- Flexible to work beyond regular office hours as required

6. Remuneration & Benefits:

- Basic Pay : 10,685/- (Pay Scale: 10,685-265-15985).
- Fixed Allowance 65% : 6,945.25/-
- HRA : 3,500/-
- LTC : 10,685/- annually
- Encashment : 10,685/- annually



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- PF :15% from the company
- Bonus (2 months' salary) : based on performance
- PBVP-10% : based on performance

