



Lot 297 Thomas Street North Cummingsburg

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Closing date: Wednesday, March 4, 2020

Purpose of Job	
<ol style="list-style-type: none"> 1. Supervise Cyril's drivers 2. Provide personnel transportation service to/from all Georgetown EM locations and Residential 3. Manage fleet of MEGI buses 	
Major Responsibilities	
<ul style="list-style-type: none"> • Supervise use of vans and other vehicles in a safe and environmentally responsible manner. Report losses, injuries, near losses, hazards and unsafe working practices to his Line supervisor • Prepare daily JLAs & conduct daily toolbox talks prior to start shifts. Ensure all personnel adhere to all E&PS EEGPL SHE policies, systems and procedures • Prepare and direct Drivers' Weekly and Monthly Safety Meetings • Respond to requests for transport: reschedule transport requirements as need. Requests include: document and parcel deliveries/pickups, and passenger transport not provided by regular vans and vehicles service • Ensure that all vehicles are kept in a ready state: fuel, oil & water levels maintained. Coordinate and schedule fleet maintenance (report any abnormalities) • Make sure the provision of drivers as required by the EEGPL operations through the Cyril's radio Room • Prepare monthly, weekly and daily schedules for all EEGPL drivers • Check, endorse and keep file of daily, weekly and monthly log of vehicle and drivers' activities • Ensures that vehicle and personal documentation is complete and up to date including: driver's license, vehicle taxes, technical inspections, any additional permits as required • Submit requests for safety and other relevant training and development for drivers as required • Track and close out any staff transportation work orders as assigned by supervisor • Actively participate in the employment, training and development of drivers' safety standards, as per client request. • Actively participate in the investigation of all vehicle accidents (losses and Near losses) involving EEGPL vans and vehicles drivers • Ensure that daily checks of all vans, vehicles are performed by drivers and recorded correctly • Ensure that vans, vehicles are cleaned regularly to the correct standard • Personally ensure that no alcohol is consumed by drivers any time prior to or during scheduled working hours or 24 hours prior to commencing duty. Ensure that all Drivers comply with ExxonMobil D&A policy at all times. • Any other duties and tasks assigned to him by his supervisor 	
Quality Measures	Skills, Knowledge, etc. needed
<ul style="list-style-type: none"> • Audits and hazard hunts of outside areas: # of unreported fault findings in vehicles • # of complaints from vans and vehicles users • # of mistakes in schedules • # of avoidable delays response to requests 	<ul style="list-style-type: none"> • Driving Skills, including safety driving (Smith system, LPS) • Supervisory experience • 10 Years Driving Experience • Ability to Work unsupervised • Strong Organizational Skills