



C.V. Raman Global University

Bhubaneswar - 752 054 (Odisha)

<https://cgu-odisha.ac.in/>

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040930328

Job Description for Driver (HMT)

A driver at C.V. Raman Global University plays a critical role in ensuring the safe and efficient transportation of students, faculty, and staff.

Duties & Responsibilities:

Primary Responsibilities:

1. Safe Transportation:
 - Drive university buses to transport students, faculty, and staff to and from the campus, hostels, and designated locations.
 - Ensure adherence to all traffic laws and safety regulations during transit.
2. Adherence to Schedules:
 - Maintain punctuality and ensure trips are conducted as per the established schedules.
 - Communicate promptly about any delays or route adjustments.
1. Vehicle Maintenance:
 - Conduct daily vehicle inspections to ensure the bus is in proper working condition.
 - Report any mechanical issues to the maintenance team and ensure timely servicing of the bus.
2. Passenger Safety:
 - Ensure all passengers are seated before starting the journey.
 - Assist passengers during boarding and de-boarding, especially in emergencies or challenging conditions.
3. Emergency Handling:
 - Respond effectively to emergencies like vehicle breakdowns, medical incidents, or road accidents.
 - Coordinate with authorities or university staff when necessary.

Secondary Responsibilities:

1. Documentation and Logs:
 - Maintain accurate trip logs, fuel usage records, and vehicle maintenance schedules.
 - Submit reports on trips and issues faced during transit.
2. Route Management:
 - Familiarize with university routes, alternate routes, and traffic patterns to ensure smooth transportation.
3. Cleanliness:
 - Ensure the bus is clean and presentable at all times, coordinating with helpers or cleaners if needed.
4. Professional Conduct:
 - Exhibit courteous and respectful behaviour towards students, faculty, and staff.
 - Address passenger concerns and queries politely.
5. Collaboration:



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- Work closely with the transport manager and administrative team to implement transport policies and resolve issues.

What Are We Looking For:

- Age: 21 - 45 yrs
- Experience : 5+ years in Driving (HMV)
- Minimum Qualification: 10th or Below 10th

What We Expect:

This role ensures the efficient and safe functioning of C.V. Raman Global University's transport system, contributing significantly to its smooth daily operations.