



GERMAN SCHOOL NAIROBI – DRIVER/ GENERAL WORKER

1.Role Details:

Role Title: **DRIVER/ GENERAL WORKER**

Department or Function: **Transport**

Role Reports to: **Transport Manager**

Location: **German School, Nairobi**

Job Capacity: **45 hours per week**

Current Job Holder: **Vacant**

ROLE PURPOSE & ACCOUNTABILITIES

We are currently seeking a School Bus Driver to join our team to transport students to and from school and extracurricular events following a scheduled route while ensuring student safety.

Responsibilities will include, but not be limited to:

- Transporting children and other passengers to and from school
- Obeying all traffic laws to ensure students arrive to their destination safely
- Maintaining a clean and mechanically sound bus at all times
- Ensuring the safety of all students when entering and leaving the bus
- Assisting students with getting on and off the bus as needed
- Engaging with students as they enter and leave the bus
- Ensuring that vehicles are in good shape.
- Ensuring proper vehicle maintenance
- Maintaining order with passengers on the bus.
- Preparing routine maintenance reports for the buses;
- Being well versed with the laws/by laws and conversant with the new Traffic Act and its implications on road safety;
- Adhering to policy guidelines of the school
- Carrying out any general work that may be assigned when not on bus driver duty
- Being flexible with working in other departments when not on bus driver duty
- Being available at weekends and evenings for assigned tasks as and when required

Qualifications

- Proven work experience as a School Bus Driver or similar role
- Clean driving record with no at-fault accidents or traffic citations within the last five years
- Two or more years of experience working with children preferred



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- Ability to carry out assigned route on time
- Must have a Commercial Driver's License
- Must have good organizational skills to handle work in an efficient and timely manner.
- Ability to work independently and maintain flexibility in working hours.
- Strong attention to detail and good analytical skills.
- Must have good interpersonal skills.
- Polished phone and email etiquette

We are an equal opportunity employer

German School Nairobi is proud to be an affirmative action / equal opportunity employer. All qualified applicants will receive consideration without regard to race, creed, gender, marital status, sexual orientation, citizenship status, colour, religion, national origin, age, disability, or any other status protected under local, laws.

SALARY AND BENEFITS OFFERED

- An interesting working environment
- Appropriate salary
- Two-year service contract and optional extension

APPLICATION PROCEDURE AND CONTACT PERSON

Your application, accompanied by a Curriculum Vitae, ID Card, copies of certificates and references of former employers should be submitted, to the attention of the Human Resource Manager, no later than **Friday 25th November, 2022**, via email to: applications@germanschool.co.ke