

	SCOPE OF WORK PROVISION OF DRIVERS, OPERATORS, CAR WASHER AND A CONTRACT SUPERVISOR FOR A PERIOD OF 5 YEARS AT GROOTVLEI POWER STATION	Doc. no.	
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FLEET MANAGEMENT SERVICE: DESCRIPTION OF THE SCOPE OF WORK	
PROVISION OF DRIVERS, OPERATORS, CAR WASHERS AND A CONTRACT SUPERVISOR FOR PERIOD OF 5 YEARS AT GROOTVLEI POWER STATION	
DESCRIPTION	DUTIES AND RESPONSIBILITIES
Contract Supervisor	• Performs admin duties, eg: attendance register, draw shift rooster, , etc. • Must be familiar with the RTMA and AARTO Act. • Manage employees' overtime and leave days. • Schedule drivers' daily trips and Operator bookings • Keep weekly record of vehicles washed. Frequency: 5 days a week – 8 hours
Drivers	• Conduct pre and post trip inspection with end users if on site. • Adhere to RTMA and ordinance at all times. • Must be familiar with AARTO Act • Work shifts and sometimes paid overtime. • Plan their routes in their shift. • Collect and deliver spares with exception to Hazardous chemical substances, Dangerous goods and confidential documents. • Pick up and drop Grootvlei off employees within a 100km radius from Grootvlei PS "home-work-home" to perform emergency work at Grootvlei PS. This is excluding the employees on standby and call outs. Take vehicles to the workshops; booked for service and maintenance. FREQUENCY: Shift workers, 4 days of 8 hours in and two days off
Construction equipment Operators	• Operate construction equipment outside the plant on request not for daily operations of the Department. • Check all construction equipment, report and follow up on repairs. • Ensure that the equipment is taken to car wash at least once a month. • Arrange for pick up and drop off the equipment if booked for repairs. Frequency: 5 days a week – 8 hours
Car Washers	• Wash at maximum of 15 Fleet vehicles daily. • Keep daily register of Fleet equipment washed and odo readings at the time of being washed. • Draw up a schedule to wash all vehicles and construction equipment. • Facilitate the flow of all equipment to be washed at the wash Bay. • Report to the Supervisor if there is a shortage of chemicals to use. • Report Fleet equipment found with physical defects. Frequency: 5 days a week – 8 hours

MANDATORY:

All employees must have a valid driver's licence greater or equal to two years.

All employees except the supervisor must have a valid PrDP.