



Bank of Guyana

Job Title	Drivers.	Position Type	Full Time
Department	Security Division	Level	
		Min. Expr Required	
Responsibilities			
1.	DRIVERS MUST BE IN POSSESSION OF THE FOLLOWING DOCUMENTS AT ALL TIMES WHEN DRIVING THE BANK'S VEHICLES:		
	a. A current Drivers Licence valid for the type of vehicle being driven.		
	b. A copy of Insurance Certificate, Fitness and Licence must be exhibited in the vehicle.		
2.	DRIVERS MUST:		
	a. Ensure that the vehicle is covered for Insurance and that Fitness and Licence are valid before driving the vehicle.		
	b. Ensure that the Entry Dates in 2 (a) are reported to the Head of Department/Supervisor so that adequate Insurance coverage can be made and where necessary, steps can be taken to up-date the Fitness Certificate or Licence.		
3.	ALL JOURNEYS MUST BE AUTHORISED BY THE HEAD OF DEPARTMENT/SUPERVISOR OR PERSON TO WHOM DRIVER HAS BEEN ASSIGNED.		
4.	BEFORE AND AFTER EVERY AUTHORISED JOURNEY, THE DRIVER MUST BOOK OUT AND IN PERSONALLY WITH THE SUBORDINATE OFFICER IN CHARGE. ALL ENTRIES MUST BE ACCURATELY WRITTEN IN THE LOG BOOK AND MUST CORRESPOND WITH ENTRIES IN THE GUARDS DIARY.		
5.	AFTER EVERY JOURNEY THE DRIVER MUST REPORT IN PERSON TO THE HEAD OF DEPARTMENT/SUPERVISOR, OR PERSON TO WHOM HE IS ASSIGNED FOR INSTRUCTIONS.		
6.	THE BANK'S VEHICLE MUST BE DRIVEN BY AUTHORISED PERSONS ONLY AND MUST ALWAYS BE DRIVEN WITH DUE CARE AND ATTENTION.		
7.	UNAUTHORISED PERSONS ARE NOT PERMITTED TO TRAVEL IN THE BANK'S VEHICLES. AUTHORISATION CAN BE HAD FROM THE HEAD OF DEPARTMENT/SUPERVISOR OR PERSON TO WHOM VEHICLE IS ASSIGNED.		

8. ALL SPEED LIMITS AND STOP SIGNS MUST BE OBEYED IN INNER GEORGETOWN AND ELSEWHERE.
9. THE DRIVER WILL BE HELD RESPONSIBLE IF HE FAILS TO REPORT DAMAGES OF ANY FORM OR LOSS FROM THE BANK'S VEHICLES AND COULD BE SURCHARGED FOR DAMAGES OR LOSS IF FOUND IN DEFAULT.
10. IN THE EVENT OF AN ACCIDENT INVOLVING ANY BANK VEHICLE, THE FOLLOWING ACTIONS MUST BE TAKEN BY THE DRIVER:
 - a. The matter must be reported to the District Police Station.
 - b. The Bank of Guyana must be informed as soon as possible.
 - c. Measurements, etc. must be taken by the police before the driver leaves the scene.
 - d. The Insurance Company must be informed of the accident; Accident Report Form must be filled out as well as written statements submitted.
 - e. An assessment of the damage must be made and if necessary, photographs must be taken.
11. AT THE TIME OF HANDING OVER AND TAKING OVER OF VEHICLES, THE FOLLOWING PROCEDURES SHOULD BE OBSERVED:
 - a. A thorough check must be done by drivers and subordinate officers.
 - b. Defects of any form must be listed in log books, check list and in diary and same reported to Head of Department/Supervisor and forwarded in the morning report.
 - c. Speedometer readings must be checked with log book.
12. VEHICLES MUST BE WASHED ONCE PER WEEK AND CLEANED EVERY DAY AT THE END OF THE DAY'S DUTY. THEY MUST BE FUELLED, RADIATOR AND OIL CHECKED AND HANDED OVER PROPERLY TO THE SUBORDINATE OFFICER BY THE DRIVER, READY FOR THE NEXT DAY'S DUTY.
13. ALL GAS AND OIL TAKEN, MUST BE LISTED IN THE LOG BOOK AND ORDER NUMBER INSERTED.
14. ALL VEHICLES WILL BE INSPECTED EVERY MONDAY MORNING BY A SENIOR OFFICER BY 0900 HOURS, OR AS SOON AS POSSIBLE THEREAFTER.
15. DRIVERS ARE TO PRESENT OVERTIME AND LOG BOOK TO HEAD OF DEPARTMENT/SUPERVISOR ON A DAILY BASIS FOR INSPECTION AND SIGNATURE.

16. DRIVERS MUST BE PROPERLY ATTIRED AT ALL TIMES.
17. A DRIVER MUST BE PRESENT WHEN VEHICLES ARE LEFT AT GAS STATIONS TO BE WASHED.

Qualifications and Experience

- Sound Secondary School Background

OR

- Previous experience in the Military will be an asset.

If from the Military an official discharge from the pertinent force is needed.

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than

FRIDAY, JULY 4, 2025 and should be addressed to:

**THE GOVERNOR
BANK OF GUYANA,
P. O. BOX 1003,
LOT 1 CHURCH STREET & AVENUE OF THE REPUBLIC,
GEORGETOWN.**

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.