

NOTES

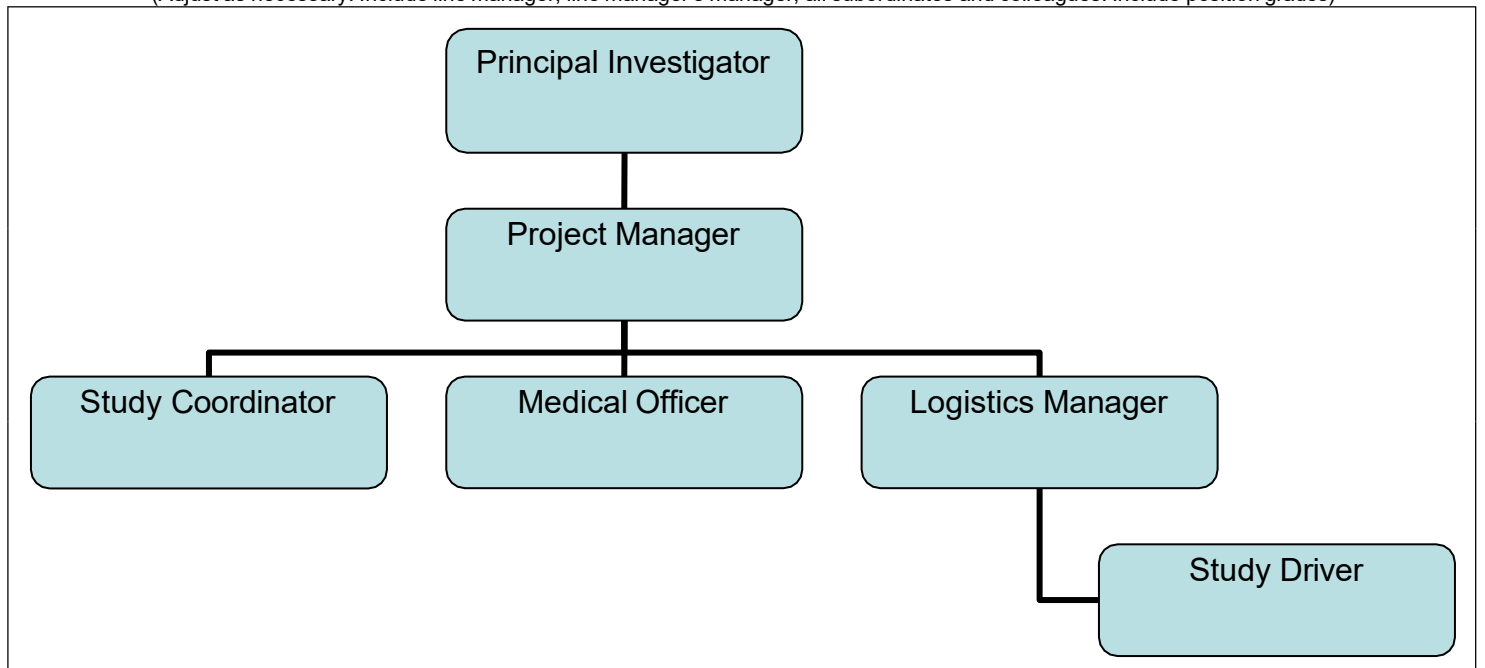
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

| | | | |
|--|----------------------------|-----------------------------|--|
| Position title | Study Driver | | |
| Job title (HR Business Partner to provide) | | | |
| Position grade (if known) | | Date last graded (if known) | |
| Academic faculty / PASS department | Faculty of Health Sciences | | |
| Academic department / PASS unit | Department of Paediatrics | | |
| Division / section | | | |
| Date of compilation | 06 November 2024 | | |

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to provide transport support to the Drakenstein Child Lung Health Study. To drive participants, staff and clinical specimens across study sites and labs as instructed by line manager.

CONTENT

| Key performance areas | | % of time spent | Inputs (Responsibilities / activities / processes/ methods used) | Outputs (Expected results) |
|-----------------------|------------------------------|-----------------|--|--|
| 1 | Transport/Driving | 75 | <ul style="list-style-type: none"> • Transport study specimens, equipment and study supplies between Paarl sites and Cape Town laboratories as needed. • Transport study participants across sites as instructed by line manager. • Transport staff for training/meeting/home visits. • Ad hoc collection of stock and miscellaneous items for the study. • Be able to lift and move heavy equipment. • Adhere to the Rules and Regulations as provided concerning the use of company vehicles. • Adhere to established transport routes as prescribed by the line manager. • Be compliant of all traffic regulations when on the road. • Be mindful of the Health and Safety of the participants and staff being transported and of self. • Ensure correct handling and transport of specimens to the relevant laboratories. • Establish and maintain good relationships and communication structures with staff onsite. | <ul style="list-style-type: none"> • Appropriate and safe transport of all items, supplies, study participants and staff as directed by line manager. • Punctual collection and drop-off of study participants, supplies and specimens. • Good/efficient communication between the driver and site staff. |
| 2 | Transport Records | 15 | <ul style="list-style-type: none"> • Ensuring that all vehicle travel log books are completed DAILY. • Accurate filing and storage of all used log books. • Sign for all specimens, documents, and equipment and supplies transported between sites. | <ul style="list-style-type: none"> • Up to date records of travel logs (destinations and kilometers travelled for each trip) • Up to date records specimen documentation – pick up locations and pick-up vs. drop of times at laboratories. |
| 3 | Motor Vehicle Administration | 5 | <ul style="list-style-type: none"> • Complete regular maintenance checklists and the monthly routine spot check forms as prescribed. • Inform line manager in time for vehicle services to be booked. • Responsible for keeping vehicle in a good state (including servicing and raising issues with vehicle performance as appropriate). | <ul style="list-style-type: none"> • Up to date maintenance and servicing of the vehicle. • Timeous repair the vehicle in case of any issues. • Up to date management of vehicle service books. |
| 4 | Miscellaneous | 5 | <ul style="list-style-type: none"> • Be present onsite when not out on road to assist with ad-hoc duties in the office. • Perform any reasonable ad-hoc duties as requested by management. | <ul style="list-style-type: none"> • Reliable provision of extra support as needed. |

MINIMUM REQUIREMENTS

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|---|--|-------|--------------------------|-------|
| Minimum qualifications | Grade 12/ Matric equivalent | | | |
| Minimum experience (type and years) | <ul style="list-style-type: none"> • 2 years driving passengers • 1-year clinical research study driver experience | | | |
| Skills | Driving (passengers and specimens) | | | |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of location, routes and dynamics of areas along the study's transport routes (in and within Paarl and Cape Town). • Knowledge of Good Clinical Practice (GCP) | | | |
| Professional registration or license requirements | Valid South African Drivers' license | | | |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.) | N/A | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | Level | Competence | Level |
| | Communication | 1 | Safety awareness | 1 |
| | Planning and organizing / work management | 1 | Teamwork / collaboration | 1 |
| | Building interpersonal relationships | 1 | Adaptability/Flexibility | 1 |
| | | | | |

SCOPE OF RESPONSIBILITY

| | |
|--|--|
| Functions responsible for | Driving study participants, study supplies, specimens and staff across sites. |
| Amount and kind of supervision received | Intermittent supervision |
| Amount and kind of supervision exercised | None |
| Decisions which can be made | <ul style="list-style-type: none"> • Fueling the vehicle as necessary. |
| Decisions which must be referred | <ul style="list-style-type: none"> • Additional stops/activities to the planned routes/activities of the day. • Changes in prescribed routes. • Establishments in which the vehicle may be sent for repairs or servicing. |

CONTACTS AND RELATIONSHIPS

| | |
|-----------------|--|
| Internal to UCT | All study staff (including UCT laboratory staff) |
| External to UCT | Study participants and participants' caregivers |