



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Driver
Appointment	Full-time
Reporting to	Senior Manager – Facilities Management
Department	Facilities Management
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Human Resource Development, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E, BBA, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 2500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in preparation for their future careers.



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BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	● Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. ● Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. ● Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. ● Actively engage in and embrace professional development opportunities. ● Undertake any reasonable tasks as directed.
Job Purpose	The Driver is responsible for safely operating and maintaining university vehicles to transport staff, students, and guests to various destinations. The role involves ensuring the cleanliness and proper functioning of the vehicle, adhering to university policies, and providing timely and reliable transportation services. The Driver is a key support role within the university, ensuring safe and efficient travel for staff and visitors as part of university operations
Key Responsibility Areas	Vehicle Operation: 1. Safe Driving: ○ Operate university vehicles in a safe and efficient manner, following all traffic laws, road safety regulations, and university policies. ○ Transport staff, students, and visitors to various locations, ensuring comfort, safety, and punctuality. 2. Route Planning and Timeliness: ○ Plan routes in advance, ensuring timely arrivals and departures. ○ Ensure that the vehicle arrives at the designated destination on time and is ready for return when needed. 3. Adherence to Schedules: ○ Follow the designated pick-up and drop-off schedules, ensuring that all individuals are transported as per the pre-arranged schedule.



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- Communicate any delays or issues in the schedule promptly to the relevant department or individuals.

Vehicle Maintenance and Care:

4. Vehicle Maintenance:

- Conduct regular checks and maintenance of the vehicle to ensure it is in good condition (e.g., oil, brakes, tires, etc.).
- Report any vehicle issues or defects to the transport coordinator or relevant authority for repair.
- Ensure that the vehicle is cleaned and maintained, both inside and outside, on a regular basis.

5. Fuel Management:

- Monitor the fuel level and ensure that the vehicle is adequately fuelled for travel.
- Keep track of fuel consumption and ensure that the vehicle does not run out of fuel during operations.

6. Documentation:

- Maintain a logbook of vehicle usage, including details such as travel dates, mileage, fuel consumption, and maintenance checks.
- Ensure all necessary documentation, such as insurance, registration, and permits, is up to date and available in the vehicle at all times.

Safety and Compliance:

7. Safety Measures:

- Ensure that all passengers follow safety guidelines, including wearing seat belts and following other relevant protocols.
- Follow safe driving practices to avoid accidents and ensure the safety of all passengers.

8. Compliance with University Policies:

- Ensure compliance with university policies and regulations related to transportation, including scheduling, vehicle use, and security protocols.



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	- Follow all traffic laws and regulations to ensure safe travel within and outside the university campus. Other Duties: 9. Assisting with Loading/Unloading: - Assist in loading and unloading luggage, documents, or materials when necessary, ensuring they are properly secured in the vehicle. 10. Ad-hoc Tasks: - Perform any other related tasks as assigned by university authorities or management like visa collection, PO Box collection airport drops, practice school trips, hospital pick up and drops
Competencies Required	- Excellent driving skills with a focus on safety, efficiency, and adherence to traffic laws. - Punctual, dependable, and able to follow schedules precisely. - Good knowledge of local roads, routes, and traffic patterns, enabling effective route planning. - Good communication skills to interact with passengers, university staff, and management. - Strong attention to detail in vehicle maintenance, safety checks, and proper documentation. - Friendly and professional demeanour, ensuring a positive experience for all passengers.
Educational qualification	Grade 12, Valid UAE driver's license- light vehicle & heavy vehicle with a clean driving record
Experience	Minimum 2-3 years of relevant experience in UAE; Language proficiency – English & Hindi
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by 10th December-25. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	