

EERSTERUST CARE AND TRAINING CENTRE
PERFORMANCE ASSESSMENT
(PROTECTIVE WORKSHOP)

Name of Employee :

Job Title : Driver and Instructor

Main Purpose of Job : Transporting of and providing instruction to adults and/or children.

Minimum relevant qualification required :

Grade 10 or equivalent and/or related experience

Minimum relevant experience required :

- 5 yrs Driving experience
- Code 8 - Drivers Licence for sedans and LDV's
- Code 10 – Drivers license for coach
- Public driving permit (PDP)
- Knowledge of suburbs

Internal Mandate Levels : None

Internal / External Customers : Internal only – Adults/children and staff

Key Performance Areas	Output / Outcomes	Agreed score	Development notes
1 Provide a delivery and collection service for adults and children	Collect adults & children from their homes to the school. Return adults & children from the school to their homes. Assist adults and children, where necessary, in getting into and out of vehicle. Ensure the safety of adults & children Collection of school fees. Clean the vehicle. Ensure that vehicle has sufficient fuel and hand in petrol slips to Principal. Check tyre pressure, water, battery water and oil levels of vehicle and top up if necessary. Record mileage of vehicle. Inform Principal when service is due. Inform supervisor of breakdowns, accidents and/or theft of vehicle. No unauthorised passengers and use of vehicle. Ensure the security of the vehicle – e.g. activate gear lock when parked and park in garage overnight.		

	Observe all traffic rules and regulations. Go through the points on the provided checklist Have knowledge of the tracking device procedure in case of theft or hi-jack Assisted with any adhoc requests		
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2. Provide an instruction service to adults	Assist with general supervision of learners in and out of the workshop Assist with supervision of contract work undertaken by adults Assist with Supervising life skills development and behaviour modification of adults and report to Principal there-on. Assist with socialisation and recreation programmes of learners – e.g. Soccer, concerts etc. Any other duty given from time to time at the discretion of the Principal		
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3. Continuous self Improvement	Ensure that drivers license is renewed when required to do so Undergo eye-sight, hearing and medical fitness examinations Attend relevant courses		
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TOTAL SCORE:

DIVIDE BY NO OF KPA'S:

FINAL SCORE:

Scorecard criteria

Unacceptable – minus 2 = No bonus

Require improvement – minus 1 = No bonus

Competent – 0 = 50% bonus

Exceeds – 1 = 75% bonus

Vastly exceeds – 2 = 100% bonus

Date:_____

Signature of Employee:_____

Signature of Employer:_____