

Statement of Work

POSITION:	Pre-Service Training Driver
IMMEDIATE SUPERVISOR:	General Services Manager
WORK GUIDANCE FROM:	Training Manager and General Services Manager
DUTY STATION:	Peace Corps Tonga Office
Contract Period:	3-June-2024 to 7-September-2024

The Contractor shall perform the following services to the best of his ability in support of the Peace Corps Staff and Volunteers in Tonga.

These services shall generally fall within regular Peace Corps/Tonga office hours, presently 8:30am to 5:30pm, though schedules may frequently require driving outside of those hours.

SCOPE:

- Work under the supervision of the Training Manager and General Services Manager.
- Assist the Training Manager with all driving and errand requests and coordinate with both the Training Manager and General Services Manager.
- Check the assigned vehicle daily as well as any official vehicles at the training site for tire pressure, bolts (tighten weekly), fuel levels, radiator and wiper fluids, and oil.
- Report any incidences that occur with the vehicle per policy, and check vehicles at training site for new damage.
- Ensure that each vehicle has a mileage logbook and maintain files of the used mileage sheets for the yearly vehicle report.
- Act as chauffeur for the official visitors, staff members to official functions and PCVs, to and from the airport during PST, training movement, and any other logistical requests from supervisors.
- Other duties as assigned by the immediate supervisor or the Country Director.
- Never carry passengers on unofficial business (Peace Corps business) at any time.
- Do not carry staff members to and from any errands unless cleared by Training Manager, General Services Manager, or Country Director.
- The contractor may at times be required to carry cash on behalf
- The PSC will be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer, or designee. The PSC will not be functioning as a procurement official but will only be acting as an intermediary between the Contracting Officer and the vendor. The PSC will not exercise any procurement

discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

Safety and Security

- Incumbent prepared to carry out the roles and responsibilities of the position as outlined in the post Emergency Action Plan. Additionally, they have read the post's Emergency Action Plan and are prepared to reasonably step in where required to assist others depending on any situation that may arise.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.