



REPUBLIC OF KENYA

Revised Scheme of Service for Drivers

January, 2007

ISSUED BY THE PERMANENT SECRETARY
MINISTRY OF STATE FOR PUBLIC SERVICE
OFFICE OF THE PRESIDENT
NAIROBI

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**OFFICE OF THE PRESIDENT
MINISTRY OF STATE FOR PUBLIC SERVICE**

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All Permanent Secretaries/Accounting Officers

REVISED SCHEME OF SERVICE FOR DRIVERS

I am pleased to inform you that the Scheme of Service for Drivers which is attached to this letter has been finalized and is ready for implementation.

The Scheme establishes six (6) grades of Drivers and provides clear and concise job descriptions and specifications at all levels within the grading structure. It is my hope that the provisions of this scheme will no doubt assist greatly in the recruitment, deployment, retention and general development of the officers.

Please take the necessary action and ensure that the provisions of the Scheme are brought to the attention of all Drivers.

Titus M. Ndambuki, HSC.,
PERMANENT SECRETARY

c.c. The Secretary,
Public Service Commission,
NAIROBI.

REVISED SCHEME OF SERVICE FOR DRIVERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent drivers in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable drivers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered separately but uniformly by respective Permanent Secretaries in conjunction with the Public Service Commission and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the respective Permanent Secretaries will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the respective Permanent Secretaries will ensure that appropriate induction, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience for both efficient performance of their duties and advancement within the Scheme of Service. The officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Permanent Secretaries will consult the Permanent Secretary, Ministry of State for Public Service.

3. DRIVING FUNCTION

The Driving Function entails: driving assigned motor vehicle; routine checks and maintenance of the vehicle; maintenance of work tickets; detecting and reporting malfunctioning of the vehicle's systems; carrying authorized passengers and/or goods; safety of passengers and/or goods; carrying out first aid; cleanliness and overall vehicle maintenance and management.

4. GRADING STRUCTURE

- (a) The Scheme of Service establishes Six (6) grades of Drivers who will be designated and graded as follows:

Designation	Job Group
Driver III	'D'
Driver II	'E'
Driver I	'F'
Senior Driver	'G'
Chief Driver	'H'
Principal Driver	'J'

(b) Conversion to the New Grading Structure

Serving Officers will adopt and convert to the new designations and grading structure as follows:

Current Designation	Job group	New Designation	Job Group
Driver III	'D'	Driver III	'D'
Driver II	'E'	Driver II	'E'
Driver I	'F'	Driver I	'F'
Senior Driver II	'G'	Senior Driver	'G'
Senior Driver I	'H'	Chief Driver	'H'
-----	---	Principal Driver	'J'

Note:

- (i) *The grade of Driver III/II/I/Snr./Chief, Job Group 'D/E/F/G/H' will form a common establishment for the purpose of this Scheme of Service.*
- (ii) *A Practical Test for Drivers will be conducted by the respective Ministry/Department before re-designation or recruitment of Officers into this cadre.*
- (iii) *Officers not in possession of the minimum academic qualifications for this Scheme of Service will serve for one (1) extra year in addition to the required minimum period of service for promotion from one grade to another.*

(c) Serving Officers

Serving Officers will adopt as appropriate to the new grading structure and designations provided in the Scheme of Service, though they may not be in possession of the requisite minimum qualifications/experience prescribed in the Scheme of Service for their present grades. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grades.

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the respective Ministry's establishment proposals for consideration and approval by the Permanent Secretary, Ministry of State for Public Service.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will be made in the grade of Driver III, Job Group 'D'. In exceptional circumstances, however, direct appointment may be made beyond this grade by the authorized officer in consultation with the Permanent Secretary, Ministry of State for Public Service provided the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for the approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the scale is not exceeded. In granting incremental credits, any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade will be excluded.

7. ADVANCEMENT TO HIGHER GRADES

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements that entitle an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:

- (i) the existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission of Kenya.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution.
- (ii) A valid driving license free from any current endorsement(s).
- (iii) Suitability Test for Drivers Grade III conducted by the Ministry of Roads and Public Works.
- (iv) Occupational Trade Test III/II/I for Drivers conducted by the Ministry of Roads and Public Works.

- (v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution.
- (vi) First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution.
- (vii) Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highways & Building Technology (KIHBT) or any other recognized Institution.
- (viii) A valid Certificate of Good Conduct from the Kenya Police (renewable every two (2) years).
- (ix) Any other recognized qualifications as may be adjudged to be equivalent by the Permanent Secretary, Ministry of State for Public Service.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 1st December, 2006. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. DRIVER III, JOB GROUP 'D'

(a) Duties and Responsibilities

This is the entry grade into the Driver's cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) passed Suitability Test for Driver Grade III;
- (v) passed Practical Test for Drivers conducted by the respective Ministry/Department;
- (vi) a valid Certificate of Good Conduct from the Kenya Police; and
- (vii) at least two (2) years driving experience.

II. DRIVER II, JOB GROUP 'E'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

(b) Requirements for Appointment

For appointment to this grade, an Officer must have:

- (i) served in the grade of Driver III for a minimum period of three (3) years;

- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) passed Occupational Trade Test III for Drivers;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (v) attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vii) a valid Certificate of Good Conduct from the Kenya Police; and
- (viii) shown merit and ability as reflected in work performance and results.

III. DRIVER I, JOB GROUP 'F'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Driver II for a minimum period of three (3) years;

- (ii) a valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) the officer is required to drive;
- (iii) passed Occupational Trade Test II for Drivers;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (v) attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) a valid Certificate of Good Conduct from the Kenya Police;
- (vii) attended a First- Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute Highway and Building Technology (KIHBT) or its equivalent from a recognized institution; and
- (viii) shown merit and ability as reflected in work performance and results.

IV. SENIOR DRIVER, JOB GROUP 'G'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle. In addition, the officer will guide and advise junior drivers.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Driver I for a minimum period of three (3) years;
- (ii) passed Occupational Trade Test I for Drivers;

- (iii) a valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) the officer is required to drive;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (v) attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) a valid Certificate of Good Conduct from the Kenya Police;
- (vii) attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- (viii) shown merit and ability as reflected in work performance and results.

V. CHIEF DRIVER, JOB GROUP 'H'

(a) Duties and Responsibilities

Duties and responsibilities will involve driving the assigned vehicle; carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.; detecting and reporting malfunctioning of the vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s). In addition, the officer may be required to supervise and guide staff in a small transport unit.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Driver for a minimum period of three (3) years;
- (ii) passed Occupational Trade Test I for Drivers;
- (iii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (v) attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) a valid Certificate of Good Conduct from the Kenya Police;
- (vii) attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- (viii) demonstrated outstanding professional competence and integrity in work performance and results.

VI. PRINCIPAL DRIVER , JOB GROUP ‘J’

(a) Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities will involve driving the assigned vehicle; carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and brake systems, etc.; detecting and reporting malfunctioning of the vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s). In addition, the officer may be required to supervise and guide staff working under him/her in a small transport unit.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Driver for a minimum period of three (3) years;
- (ii) passed Occupational Trade Test I for Drivers;
- (iii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (v) attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) a valid Certificate of Good Conduct from the Kenya Police;
- (vii) attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- (viii) demonstrated outstanding professional competence in work performance and results.