

COUNTY DT SACCO SOCIETY LTD.



HEAD OFFICE - KANJA
P.O Box 21-60103 Runyenjes - Embu
Cell: 0700 290 241/0732 210 416
Email: info@countysacco.com
Web: www.countysacco.com

BRANCHES

- Runyenjes
- Miandari
- Karurumo
- Chuka

SACCO DRIVER

1.0 Job Heading

Job Title	Sacco Driver
Department	Operations
Location	Head Office and Visit to the field
Employment Category	Renewable Contract
Reports To	Operations Manager

2.0 Job Summary

The main function of this position is to operate vehicle and transport Sacco's goods. The driver will ensure safe driving record, follow all traffic and driving laws, rules, and regulations. Will follow prearranged routes to destination, or use maps and GPS to navigate routes. Will also maintain vehicle upkeep through scheduled servicing and cleaning.

3.0 Duties and responsibilities for the Driver Job

The holder of this position is required to execute all the duties and responsibilities detailed under the following headings;

ii. Safety

- Practicing safe driving habits.
- Following all national safety regulations and standards.
- Abide by the fleet management policy and any other policies in the sacco.

iii. Route Management

- Accurately following routes, maps, and directions.
- Following schedules and rerouting in timely manner when faced with traffic or congestion.

iv. Vehicle Management

- Keeping exterior of vehicle clean and presentable.
- Maintaining vehicle and other equipment; replacing oil, filling gas tank, general motor vehicle maintenance as needed for safety.
- Keeping interior of vehicle clean of debris and clutter.
- Loading and unloading vehicle.

v. Record Keeping

- If needed, collecting payments, documenting amount, and offering receipts.
- Completing documentation such as logs, mileage and cargo reports.
- Keeping an updated motor vehicle work ticket.



vi. Other Duties

- a. Perform any other duties as assigned from time to time.

4.0 Important Skills for Sacco Driver

As a Driver at County Sacco, you will need to have the following attributes at your finger tips:

- Highly numerical i.e. able to work with numbers
- Be flexible and a team player
- Honesty.
- Good public and customer relations
- Good communication skills
- Interpersonal skills
- Ability to work with minimum supervision, prepared to work with tight schedules and meet deadlines.
- Emotional intelligence to administer corporate performance.
- Able to work effectively in a multi-cultural environment.
- Should be able to meet tight deadlines

5.0 Minimum Qualification and Requirements

The holder of this position is required to possess the following job requirements:

- Basic secondary education.
- Certificate/Diploma in a Business Course /relevant equivalent will be an added advantage.
- Certificate of Good Conduct
- Minimum Driver's license (D1 Class) and PSV badge.
- Five (5) years' Accident-free drivers experience.
- Good mechanical knowledge.
- Defensive driving.

6.0 How to Apply

If you are qualified and seeking an exciting new challenge, please apply through the website www.countysacco.com/careers by **29th September 2026**. Letters should be addressed to:

**THE HUMAN RESOURCE MANAGER
COUNTY SACCO SOCIETY LTD
PO BOX 21-60103
RUNYENJES-EMBU**

