

SHUTTLE DRIVER QUESTIONNAIRE

SW/HRD/QSD/001.1 Issued on 15/01/2020

Date:

Name:

Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Sorting of Mails (documents and non-documents) by recipients addresses in the assigned pigeon holes or letter boxes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Recording all delivered and collected mails to and from assigned locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Assisting in handling full spectrum courier import & export requests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Knowledgeable in relation to mail (document and non-document), parcel, reprographic material collection, delivery and distribution services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Driving mail shuttle (vehicle) at designated assigned routes and hubs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Ensuring that assigned vehicles are properly used in accordance to company's transportation policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Reporting road accident on assigned vehicle within 24 hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Delivering, distributions and collections of internal and external mails (documents and non-documents), parcels, and reprographic materials to assigned locations in the COMPANY's buildings and offices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remarks: