

## **MOTOR VEHICLE OFFICER I**

### **Kind of Work**

Routine work checking vehicles and drivers for violations of applicable laws and regulations.

### **Distinguishing Features of Work**

An employee in this class is responsible for checking vehicles on highways and elsewhere to ascertain whether they are licenced and insured and are in safe driving condition. Checks are also made for validity of driving permits, taxi drivers' badges and other related tasks. Work includes serving summonses on offenders, attendance at Court and taking of traffic census. Daily assignments are received from a superior who checks diaries and reports submitted for compliance with instructions.

### **Examples of Work**

Checks vehicles on highways, seeking out the unlicensed motor vehicles and those with defects hazardous to safe driving; also checks to ensure validity of driver's permits, taxi drivers' badges, Motor Vehicle Insurance Certificates and compliance with weight limitations.

Serves summonses on offenders, files cases and attends Court to give evidence; writes and serves notices to suspects to produce their motor vehicles for inspection.

Investigates applications for replacement of 'H' cars and the transfer of Taxi drivers' badges and licences.

Investigates applications for rebate of licences by verifying that motor vehicles are dilapidated or have been scrapped.

Takes census of traffic on highways to support data justifying installation or removal of traffic lights and signs.

Maintains station diary and index book from road check sheets.

Accompanies a superior on inspection visits of oilfields and estate motor vehicles.

Performs related work as required.

### **Required Knowledge, Skills and Abilities**

Knowledge of motor vehicle laws and regulations.

Some knowledge of the laws of evidence and law enforcement methods.

Considerable knowledge of the various makes and colours of vehicles.

Ability to enforce applicable laws firmly and tactfully and in respect for the rights of others.

Ability to take thumb prints.

Ability to understand and carry out oral and written instructions.

Ability to prepare reports and statements.

Ability to establish and maintain effective working relationships with other employees and the public.

Good eyesight, alertness and endurance to stand for long periods of work under varying climatic conditions.

**Minimum Experience and Training**

Training as evidenced by a Primary School Leaving Certificate; or its equivalent.

**Necessary Special Requirement**

Possession of a Precept issued by the Commissioner of Transport.

Possession of a licence entitling the holder to drive all makes of vehicles.

Certificates of fitness to use a pistol.