Job Title:

Transport Supervisor

Brief of Job Profile:

The Transport Supervisor of BSDU shall be responsible for overseeing and coordinating the day-to-day operations of a transportation department or fleet. His primary duties include ensuring the timely and efficient management of all the vehicles of BSDU, vehicle maintenance, and supervising drivers or transport staff. He shall also handle scheduling, route planning, safety compliance, and shall work closely with other departments to ensure smooth coordination.

Roles and Responsibilities:

1. Detail the responsibilities of all the Drivers according to demand and other routes of vehicles
2. Checking of service and maintenance of vehicles
3. Maintain entries of consumption of fuel of all vehicles
4. Entry of daily vehicles movements
5. Verification of Vehicles Diaries/Log Books
6. Maintain record of insurance, POC, Road permit, Fitness etc and ensure their renewal on the due dates
7. Maintain Service & Maintenance's due and renewal records.
8. Maintaining of records of leaves of all drivers
9. Manage ply of all vehicles according to demand and time
10. Maintain records of extra duties of drivers
11. Taking approval of vehicles duties in advance from the reporting officer
12. Maintain records of budgeting and expenditure time to time
13. Other related tasks as assigned by the reporting officer.

Minimum Eligibility Criteria:

1. Minimum three years' experience of handling transport related work
2. Computer Knowledge – Emails and MS-Office etc
3. Must-know driving and must have heavy / commercial licenses

Key Competencies requirements:

1. Handling emergencies and making informed operational decisions
2. Efficient scheduling and attention to detail
3. Flexibility and maintaining composure under pressure
4. Promoting environmentally friendly transport practices
5. Supervising teams, resolving conflicts, and effective communication
6. Familiarity with transportation laws, safety standards, and compliance