

Transportation Manager

- Extensive interaction with Department of Transportation regulations is required.
- Manages the dispatch and driver operations to insure maximum efficiency and cost control.
- Directs a program to educate supervisors and employees in safety and prevention of accident producing situations.
- Coordinates timely handling of driver discipline and employee grievance resolution.
- Responsible for compliance with Department of Transportation regulations and Company policies.
- Directs the preparation of quarterly driver pick bids and annual driver vacation bid.
- Oversees the management of the driver uniform allowance and interaction with uniform supplier.
- Directs the activities, assigns work and provides guidance for dispatch and driver personnel.
- Maintains current set for general files for Operations and Safety. Recommends manpower requirements and equipment needs.
- Maintains a customer complaint log and summarizes results of investigation.
- Resolves customer and employee complaints.
- Monitors and enforces driver uniform and appearance code.
- Responsible for pick board and pay on run bids.
- Communicates with drivers on safety standards/practices and accident prevention both in the workplace and bus involvement.
- Organizes and directs a Safety Committee.
- Monitors driver performance with road and safety checks.
- Investigates accidents for cause and prevention and prepares a monthly report of accident statistics.

- Prepares and files claims for accidents and damages. Liaison with shop management on discipline, hearings and bus availability.
- Schedules interviews and selects new drivers/candidates.
- Hires and terminates employees in line with Union contract provisions.
- Conducts grievance hearings from drivers and shop employees.
- Maintains driver qualification files.
- Supervises driver Drug Testing Program in accordance with Department of Transportation regulations.
- Orders/obtains all licensing and stickers for bus fleet.
- Performs various assignment/projects as assigned by Executive Management.

Submit resume and salary requirement to: hr@transbridgelines.com