

## **DRIVER SUPERVISOR**

### **Trans-Bridge Lines – Bethlehem, PA**

**This position requires excellent computer skills, an understanding of logistics, customer service skills, and the ability to work in a fast paced environment. Candidate must be flexible and available to work all shifts and weekends. The position is an exciting and challenging position for the right person. Experience in the transportation industry preferred.**

#### **RESPONSIBILITIES:**

- Making all driver assignments & insuring they are checked off when reporting
- Manage add-ons, cancellations, bus changes and work orders connected with a trip
- Obtaining itineraries for all tours & charters in advance and reviewing it with the driver
- Monitoring driver's uniforms & appearance to insure compliance with Company policy
- Good follow through ability; adheres to work schedule and follows through on challenges as they arise
- Ability to adhere to Company policies and rules set forth; promotes the Company's safety standards; does not take inappropriate risks
- Maintains a feeling of pride in work; strives to achieve all goals
- We offer paid training, vacation time, competitive wages and comprehensive benefit plan

