

Job Description
TRANSPORT SUPERVISOR

Vision Logistics U Limited

Department	Operations.	
Reports to	Direct: LOGISTICS OFFICER-FLEET	Technical: Managing Director
Location	75% Field based 25% Kampala head office	
Workdays & Hours	Monday - Friday, 8am – 5pm. Saturday - 8am – 5pm	

Company Profile

Vision Logistics (U) Limited is a leading service provider in offering; Customs Clearing & Freight Forwarding services in EAC Region and beyond, Mobility Vehicles & Construction Equipment Leasing in Oil & Gas sector and Procurement Consultancy Services. Guided by our core values—Integrity, Excellence, Innovation, Safety, and Customer-Centricity—we deliver trusted and efficient logistics solutions that empower sustainable growth for our clients across the region.

We are currently implementing the Integrated Management System (**ISO QMS 9001, EMS 14001 & OHMS 45001 Standards**). We are Qualified by the Petroleum Authority of Uganda (PAU) to operate in the Oil & Gas sector of Uganda on NSD Number: **NS-15122/2023/4102**. We are a licensed Customs Agent by Uganda Revenue Authority (URA) on License Number: **2025/259**, We're also a member of Uganda Clearing Industry & Forwarding Association (UCIFA) on Membership Number: **UCIFA 5158**.

JOB SUMMERY

A Field Transport Supervisor oversees daily transportation operations in the field to ensure the safe, efficient, and timely movement of personnel, equipment, and materials. This role is responsible for coordinating drivers, managing vehicle schedules, monitoring fleet performance, and enforcing company safety and compliance standards. The supervisor conducts inspections, resolves operational issues, and ensures adherence to regulatory requirements related to transportation. Additionally, the position involves maintaining communication with field teams, optimizing routing and resource allocation, and preparing operational reports. The Field Transport Supervisor plays a key role in supporting field productivity by ensuring reliable transport services and maintaining high standards of safety, compliance, and operational excellence.

KEY RESPONSIBILITIES

1. Driver Supervision & Performance Management

- Supervise and coordinate all drivers operating in the field, ensuring they follow company procedures and safety standards.
- Oversee the condition and roadworthiness of vehicles as it relates to driver use, ensuring daily vehicle checks are completed and any concerns are reported promptly.
- Monitor fuel usage, driver logbooks, and vehicle performance reports to assess driver efficiency and adherence to guidelines.
- Ensure compliance with road regulations, transport policies, and company safety requirements.
- Track driver licenses, permits, and renewal dates to ensure all drivers remain legally certified and qualified.
- Assign daily trips, monitor route performance, and ensure drivers follow planned schedules and approved routes.
- Conduct driver briefings, enforce safe driving practices, and always promote professional conduct.
- Mentor, coach, and train drivers on defensive driving techniques, fuel-efficient driving, and road safety principles.

2. Transportation Operations Management

- Coordinate and oversee daily transportation activities, including dispatching drivers, allocating vehicles, and planning routes.
- Monitor field transport schedules to ensure timely delivery of personnel, equipment, and materials.
- Adjust plans in response to operational changes, emergencies, or weather-related disruptions.

3. Fleet Management & Maintenance

- Ensure all vehicles are properly maintained, inspected, and compliant with safety and regulatory standards.
- Track vehicle usage, fuel consumption, mileage, and service schedules.
- Report defects, coordinate repairs, and verify completion of maintenance tasks.

3. Safety Compliance & Risk Management

- Enforce company safety policies, road regulations, and transport protocols.
- Conduct regular toolbox talks, safety briefings, and vehicle spot checks.

- Investigate transport-related incidents, implement corrective actions, and prepare incident reports.
- Ensure drivers adhere to defensive driving standards and journey management plans.

5. Documentation & Reporting

- Maintain accurate records of vehicle movements, driver logs, maintenance activities, and transport reports.
- Prepare weekly/monthly operational reports for management.
- Ensure compliance with regulatory documentation such as licenses, permits, and inspection records.

6. Communication & Coordination

- Serve as the primary communication link between field teams, logistics coordinators, and management.
- Respond to transport-related inquiries and provide updates on vehicle or driver availability.
- Coordinate transport support for field operations, emergency responses, and special projects.

7. Resource Planning & Optimization

- Analyze transport workflows to improve efficiency, reduce costs, and enhance service delivery.
- Optimize route planning, fleet allocation, and driver deployment based on operational needs.
- Recommend improvements, new technologies, or process updates to enhance efficiency.

8. Compliance with Policies & Regulations

- Ensure all transport activities comply with local transportation laws, government regulations, and company policies.
- Verify driver qualifications, certifications, and medical/fitness documents.

9. Customer/Stakeholder Service

- Address concerns from field teams or clients regarding transport delays, vehicle conditions, or service quality.
- Maintain strong working relationships to ensure reliable, responsive transport support.

EDUCATION, LICENSES, & CERTIFICATIONS

- Bachelor's degree in procurement and logistics, business Administration, or related field.
- Valid Driver's Permit (including classes D and D1) is mandatory

SKILLS AND EXPERIENCE

- You must be between 26-35 years of age.
- **3+** years of experience in fleet/transport supervision
- Strong knowledge of vehicle mechanics, road safety, and transport operations.
- Proficiency in basic computer applications (MS Excel, Word, and report writing).
- Strong leadership and team supervision skills.
- Excellent communication and interpersonal abilities.
- Problem-solving and decision-making under field conditions.
- Ability to plan routes and manage logistics efficiently.
- High integrity, attention to detail, and accountability.

Share your Resume, Application and Academic credentials at -
hr@visionlogisticslimited.com

THE DEADLINE IS 10TH DECEMBER 20

Confidential

ROLE PROFILE



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