

# *Sun Tran...driven to go the extra mile!*



## **SUPERVISOR/DISPATCH**

**CLOSING DATE:** Open Until Filled

**SALARY:** \$26.43/hr

### **QUALIFICATIONS:**

High school diploma and four years' experience related to job tasks or equivalent. Two years of college may substitute for up to two years of the required experience. Must be computer literate. ALL APPLICANTS MUST POSSESS A VALID DRIVERS LICENSE AND BE ABLE TO OBTAIN A COMMERCIAL DRIVERS LICENSE WITHIN 90 DAYS AFTER HIRE.

### **MAJOR FUNCTIONS:**

Supervises bus operations as a dispatcher or a road supervisor. Tracks operators for safety, schedule, and route adherence. Responds to road breakdowns, detours, accidents, and passenger incidents and take appropriate action. Completes and routes appropriate forms and reports. Investigates major accidents/passenger incidents; determines the need for post-accident drug/alcohol testing; prepares and routes required reports. Assesses seriousness of passenger injuries ensuring proper response by emergency personnel. Records tardy and absent operators. Assigns replacement operators. Assigns buses to specific runs. Answers operator requests for time off; approves and adjusts driver schedules accordingly. Maintains operator database, including overtime cards. Receives customer complaints; completes and routes required forms; discusses complaint with operator. Maintains daily logs and routes required reports.

### **BENEFITS:**

Benefits include healthcare coverage for employee and dependents, vacations, sick leave, paid holidays, and a generous retirement plan and annual uniform and shoe allowance.

### **TO APPLY:**

Apply at 3910 N. Sun Tran Blvd., or download an application from our website at [www.suntran.com](http://www.suntran.com) and fax it to (520) 293-3348 or e-mail to [suntranhr@tucsonaz.gov](mailto:suntranhr@tucsonaz.gov).

*If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.*

