



SAFETY TRAINING COORDINATOR

Opening Date:	September 23, 2026
Closing Date:	Open until filled
Salary:	\$23.43/hr-\$29.28/hr

Sun Tran is seeking a Safety Training Coordinator to help employees develop and maintain the skills they need to work safely. This position delivers in-service training for bus operators and administrative staff, helps develop training courses, tracks employee training, and coordinates retraining following preventable accidents. The ideal candidate is an engaging instructor who is organized, communicates well with employees, and keeps accurate records.

QUALIFICATIONS:

Six months to one year of education or training beyond high school and at least three years of related experience. Strong communication, organization, and computer skills are required.

MAJOR FUNCTIONS:

- Facilitate in-service training for bus operators and other employees.
- Assist with developing and coordinating training courses that meet organizational needs.
- Evaluate training effectiveness and develop benchmarks for improvement.
- Conduct and document retraining following preventable accidents.
- Maintain training records, files, and related documentation.
- Coordinate the safety awards program and track employee incidents and accidents.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401K retirement plan.

TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click *Jobs*, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.