



HAMILTON

LOCAL SCHOOL DISTRICT



Administrative Job Opportunity

Transportation Coordinator

Hamilton Local School District is currently conducting a search for a Transportation Coordinator that is organized, efficient and self-motivated. This administrative position is a full-time (8 hours a day) contract to start as soon as possible.

The Transportation Coordinator will direct, supervise and manage the transportation department and its personnel. Assuring safe, efficient and convenient transportation for eligible students and safely transport students to and from school and all school related events. Comply with Federal and state laws, Board of Education rules and mandates that pertain to school bus drivers.

Responsibilities include but are not limited to:

- Supervise all bus drivers, substitute bus drivers, and mechanics.
- Coordination and evaluation of transportation employees.
- Routine lot inspection of buses and drivers.
- Prepare all routes and stops prior to the beginning of the school year using the district transportation routing software (Versatrans software specifically).
- Provide Specs, etc., for bidding of new buses.
- Available to meet district needs at any time.
- Time and drive routes as needed.
- Demonstrate the use of technology, included but not limited to electronic communication, bus camera and recording system, word processing, database and spreadsheet software.

Minimum Qualifications:

Candidates should possess a High school diploma or General Education Degree (GED), State of Ohio Commercial Driver's License (CDL), State of Ohio Class B commercial driver's license with S and P endorsements.

Salary:

Commensurate with experience and in accordance with specified salary schedule

Reports To:

Director of Operations

Any interested candidates should send a resume, cover letter and references to William Morrison, Superintendent at Hamilton Local Schools, 775 Rathmell Road, Columbus, Ohio 43207. You can also email all information to Chrysis Thompson, Administrative Assistant at cthompson@gapps.hls.k12.oh.us