JOB POSTING

TO: All Staff

FROM: Nate Artino, Superintendent

DATE: November 20, 2026

RE: Transportation Coordinator

POSTING PERIOD: November 20, 2026 - December 4, 2026

APPLICATION DEADLINE: 4:00 p.m. – December 4, 2026

SUBMIT APPLICATION TO: Zach Meacham, Director of Operations
509 Moore Avenue
Bellevue, OH 44811
zach.meacham@bellevueschools.org

POSITION: Transportation Coordinator
259 Day Contract (includes paid holidays and vacation)

RATE OF PAY: Salary commensurate with experience/prior training and skills

START DATE: July 1, 2027 (potentially sooner, depending on availability)

JOB DESCRIPTION: See attachment

QUALIFICATIONS/CONDITIONS OF EMPLOYMENT: See attachment

ESSENTIAL FUNCTIONS: See attachment

ADDITIONAL QUALIFICATIONS/INFORMATION:

- Knowledge of or willingness to learn pupil transportation requirements
- Ability to obtain and maintain any licenses, certifications, or qualifications required for assigned duties.
- Valid Ohio Drivers License appropriate to assigned responsibilities
- Successful completion of required background checks and other District employment requirements.
- Vacancy shall be filled as determined by the Superintendent's judgment of applicant's qualifications.
- The Board reserves the right to determine whether or not to fill the vacancy
- All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
- No applicant will be considered without the following items submitted in writing:
    - Written letter of application specifying why position is desired
    - Completed application and resume
    - Other information pertinent to job vacancy

The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its education programs, activities, and employment practices.

cc: All District

TRANSPORTATION COORDINATOR

Reports To - Director of Operations
Position Type -Non-Represented

Position Summary

The Transportation Coordinator is responsible for the coordination and day-to-day operation of the district's student transportation program under the direction of the Director of Operations.

The Transportation Coordinator serves as the district's primary operational resource for transportation and is responsible for coordinating district transportation procedures and services, maintaining regulatory compliance, and ensuring the effective, safe, and efficient delivery of transportation services. The Transportation Coordinator will also serve as the district's Administrative On-Board Instructor (AOBI), providing required driver instruction, training, recertification and related oversight of the district's transportation training program.

The position exercises independent judgment within established Board policies, administrative procedures, applicable laws and regulations, and directives of the Director of Operations. The successful candidate will possess strong organizational and communication skills, sound judgment, and the ability to manage multiple transportation priorities in a fast-paced environment. School bus driving or other school transportation experience is strongly preferred.

Essential Functions

Transportation Program Coordination

- Coordinate the district's day-to-day transportation program under the direction of the Director of Operations.
- Coordinate Board policies, administrative procedures, transportation procedures, and operational directives applicable to student transportation.
- Develop and maintain efficient systems for routing, scheduling, communication, documentation, and transportation operations.
- Evaluate transportation processes and recommend improvements to safety, efficiency, compliance, and service.
- Coordinate transportation operations with district administrators, schools, families, transportation personnel, and outside agencies.
- Monitor transportation services to ensure compliance with applicable laws, regulations, Board policies, and district procedures.
- Prepare and maintain information and reports necessary for transportation planning, compliance, budgeting, and operational decision-making.
- Serve as the primary operational liaison between the transportation program and district administration.

Transportation Routing & Scheduling

- Develop, maintain, and modify student transportation routes.
- Assign students to appropriate transportation routes consistent with district procedures.
- Coordinate route changes throughout the school year.
- Evaluate transportation routes for efficiency, effectiveness, safety, and compliance and implement routine route adjustments within delegated authority.
- Maintain accurate transportation schedules and route information.
- Coordinate transportation for students with special transportation requirements in collaboration with appropriate district personnel and in conjunction with a student's IEP.
- Maintain accurate transportation data within the district's routing system.
- Coordinate transportation schedules for school events, field trips, and special activities.

Daily Transportation Operations

- Direct the day-to-day coordination of the district's transportation operations within established district procedures.
- Monitor daily transportation schedules and determine appropriate responses to routine operational issues.
- Coordinate responses to driver absences, route changes, delays, and other transportation disruptions.

- Coordinate substitute driver coverage and other routine transportation staffing needs.
- Communicate routes, assignments, schedules, procedures, expectations, and operational requirements to transportation personnel.
- Evaluate routine operational issues and implement appropriate solutions within delegated authority.
- Recommend changes to procedures and practices that improve safety, efficiency, compliance, and service.
- Maintain awareness of daily transportation operations and respond to issues in a timely manner.

Transportation Personnel Coordination
- Serve as the primary day-to-day operational contact for transportation personnel.
- Communicate routes, assignments, schedule changes, procedures, expectations, and operational information.
- Coordinate driver onboarding, orientation, required training, and transportation-related documentation.
- Monitor compliance with established transportation procedures and applicable requirements.
- Document transportation personnel concerns and provide recommendations to the Director of Operations.
- Coordinate routine transportation staffing and coverage needs.
- Provide operational direction to transportation personnel regarding established routes, schedules, procedures, and daily transportation requirements.
- Coordinate assigned transportation personnel procedures under the direction of the Director of Operations.

Parent & Family Communication
- Serve as the primary district contact for routine transportation questions and concerns.
- Respond to parent and guardian calls, emails, and other transportation-related communications.
- Assist families with route, stop, schedule, and transportation questions.
- Communicate transportation changes in a timely and professional manner.
- Document significant transportation concerns and communicate them to the Director of Operations or appropriate administrator.

School Communication
- Maintain regular communication with building administrators and designated school personnel regarding transportation.
- Coordinate transportation changes involving students and school buildings.
- Communicate transportation schedules, route changes, and operational updates.
- Assist schools in resolving routine transportation concerns.
- Coordinate transportation needs for school activities and events.

Compliance & Records
- Maintain accurate transportation records and documentation.
- Monitor required transportation documentation, certifications, and deadlines.
- Assist with required state transportation reports and compliance requirements.
- Maintain accurate driver, route, student, and vehicle-related records as assigned.
- Monitor transportation procedures for compliance with applicable laws, regulations, Board policies, and district procedures.
- Work with the Director of Operations to address compliance concerns.
- Maintain organized documentation for transportation audits and reviews.

Field Trips & Special Transportation
- Coordinate transportation for field trips, athletic events, extracurricular activities, and other district events.
- Schedule buses and drivers consistent with district procedures.
- Communicate trip details, schedules, procedures, and expectations to drivers and staff.
- Coordinate Transportation changes, cancellations, and substitutions.
- Maintain records related to special transportation assignments.

Transportation Communication & Problem Solving
- Monitor transportation communications throughout the school day.
- Respond to routine transportation problems and determine appropriate solutions within delegated authority.

- Coordinate communication among drivers, families, schools, and district administration.
- Maintain accurate documentation of significant transportation issues.
- Identify and escalate safety, personnel, legal, policy, or significant operational concerns to the Director of Operations.
- Maintain professional and constructive relationships with Transportation employees, families, students, and staff.

Authority & Accountability

The Transportation Coordinator is responsible for the coordination and day-to-day operation of the district's transportation program under the direction of the Director of Operations. The position exercises independent judgment within established Board policies, administrative procedures, applicable laws and regulations and directives of the Director of Operations.

As the district's Administrative On-Board Instructor (AOBI), the Transportation Coordinator is responsible for performing driver instruction, training, recertification, evaluations and other duties assigned to that role in accordance with applicable state requirements and district procedures. The position does not have independent authority to make formal employment decisions, including hiring, termination, suspension or formal disciplinary action. Such decisions remain the responsibility of the Director of Operations or other designated district administrators.

The Transportation Coordinator is delegated responsibility to:
- Coordinate established Transportation procedures and operational systems.
- Coordinate and direct the day-to-day delivery of transportation services.
- Make routine operational decisions regarding routing, scheduling, coverage, communication, and transportation disruptions.
- Implement transportation procedures and operational expectations.
- Evaluate transportation operations and recommend changes that improve safety, efficiency, compliance, and service.
- Coordinate transportation personnel assignments and daily operational needs.
- Monitor compliance with transportation requirements and established district procedures.
- Coordinate assigned transportation provisions of district policies, procedures, and applicable collective bargaining agreements as directed by the Director of Operations.
- Identify, document, and communicate personnel and operational concerns to the Director of Operations.
- Determine when issues require administrative intervention or escalation.

The Transportation Coordinator does not have independent authority to hire, terminate, suspend, formally discipline, formally evaluate, or otherwise take formal employment action against district employees. Such authority remains with the Director of Operations or other designated district administrators.

Qualifications Required
- High school diploma or equivalent.
- Strong organizational and communication skills.
- Ability to independently organize, prioritize, and coordinate multiple operational responsibilities.
- Ability to interpret and implement policies, procedures, regulations, and operational requirements.
- Demonstrated ability to exercise independent judgment and make sound operational decisions.
- Ability to analyze transportation information and identify operational issues and potential improvements.
- Ability to work effectively with students, families, staff, transportation personnel, and administrators.
- Ability to maintain accurate and confidential records and documentation.
- Ability to respond calmly and professionally to transportation issues.
- Must obtain and maintain the qualifications and credentials necessary to serve as the district's Administrative On-Board Instructor (AOBI), within the timeframe established by the district and applicable state requirements.

Preferred
- Experience administering or coordinating a school transportation program.
- School bus driving experience.
- Previous experience in school transportation operations.

- Experience with school bus routing software.
- Knowledge of Ohio student transportation requirements.
- Commercial Driver's License with appropriate school bus endorsements.
- Experience coordinating employees or operational services.
- Experience coordinating Transportation routes, schedules, or drivers.
- Experience working in a school district or similar operational environment.

Other

- The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.
- Support and enforce the policies of the Board and procedures established by the school administration;
- Demonstrate concern and attention toward their own and the school District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
- Demonstrate respect for fellow employees, students, and community.