



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

IMMEDIATE OPENING-JOB POSTING

POSTING DATE: September 23, 2021

POSITION: Bus Driver Trainee

SALARY: \$15.00 per hour

CLASSIFICATION REQUIREMENTS:

- Must be at least 21 years of age.
- Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position.
- Must meet Civil Service requirements.

GENERAL JOB DESCRIPTION:

- Attends training to learn motor vehicle rules and regulations pertaining to school bus operation;
- Shadows licensed bus drivers and/or trainers;
- Sits at controls and under close supervision performs functions of a bus driver;
- Rides with drivers to learn routes;
- Learns and follows procedures for accident avoidance as well as procedures to follow in the event of an accident;
- Learns basic maintenance procedures;
- Learns to prepare and maintain basic bus routes and pick up routes;
- Candidates would be eligible to apply for a School Bus Driver position after retaining the appropriate level New York State Driver's License;
- Training period is for a maximum of 3 months.

APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#)
Apply online on the Ontario County Civil Service Employment Portal:
<https://ontario-portal.mycivilservice.com/jobopps>

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).