



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

BUS DRIVER
(FOR SPECIFIC AUTHORIZED PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe efficient transporting of persons to and from various program activities. Employees in this class will also be required to assist in performing limited clerical duties and information distribution relating to program activities. Work is generally performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates various motor vehicles for the purpose of transporting persons to and from program activities;
Operates various motor vehicles for the purpose of providing escort service to qualified persons;
Delivers food and miscellaneous supplies to qualified persons and to program activities;
Maintains simple records relating to the vehicle usage and program activities;
Distributes information and may act as an aide to other employees engage in program activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of motor vehicles; ability to understand and carry out oral and written instructions; dependability; physical condition commensurate with the demands of the position; knowledge of the basic programs connected to the work being performed.

MINIMUM QUALIFICATIONS: Possession of an appropriate New York State Motor Vehicle Operator's license, and maintenance of such license throughout the tenure of employment in the position. Driver must be at least 18 years of age.

NOTE: Such license must be in conformance with the Rules and Regulations of the Commissioner of Motor Vehicles concerning various types of equipment.

APPROVED: APRIL 14, 1994
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE