



# MIDLAKES DISTRICT OFFICE

**PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

1490 State Route 488 Clifton Springs, NY 14432

## CONTINUOUS - JOB POSTING

**POSTING DATE:** July 18, 2023  
**POSITION:** Substitute Bus Driver  
**HOURS:** 4-5 hours daily, as needed  
**SALARY:** \$21.00 per hour

### CLASSIFICATION REQUIREMENTS:

- CDL Class B License with S & P Endorsements
- Must be at least 21 years of age
- Must meet Civil Service requirements.

### GENERAL JOB DESCRIPTION:

- Excellent knowledge of driving safety practices as well as traffic laws and regulations;
- Ability to operate a bus under all driving and road conditions;
- Ability to understand and follow oral and written direction;
- Ability to get along well with children and command their respect;
- Mental alertness and dependability;
- Keep the interior and exterior of vehicle clean and neat;
- Maintain records of mileage, routes, times, and incidents.

### APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#) and

Apply online on the Ontario County Civil Service Employment Portal:  
<https://ontario-portal.mycivilservice.com/jobopps>

### APPLICATION DEADLINE:

Applications will be accepted continuously throughout the 2023-2024 school year.

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

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](mailto: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).