



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.co.ontario.ny.us](http://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](#).

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*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

## CLIENT TRANSPORTATION DRIVER

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for the safe operation of a motor vehicle while conducting transportation services in support of the Department of Social Services Transportation Program. Driving assignments may be scheduled outside the standard, daytime work hours. The work is performed under general supervision with specific instructions given for assignments varying from the regular routine. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates a motor vehicle in responsible manner to safely transport clients of all ages to various appointments in all weather conditions;  
Safely install child restraint seats and properly secure child as required;  
May be required to assist persons in/out of vehicle, assist persons in climbing stairs, etc.;  
Maintain vehicles in accordance with established procedures;  
Determines most efficient route to be utilized;  
Prepares and confirms transportation schedule;  
Reports obvious changes in condition of client to supervisor;  
Reports all incidents/accidents involving the vehicle and/or clients;  
Performs basic clerical and/or office tasks related to the various duties required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
Ability to safely operate a motor vehicle; ability to follow verbal and written instructions; ability to communicate verbally and in written form; ability to read maps; good customer service skills; willingness to work evenings and/or weekends; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma AND possession of a valid New York State Motor Vehicle Operator's license at the time of the appointment and maintenance of such license throughout the tenure of employment in the position.

**NOTE:** Assignments may be in the evenings and/or weekends.

REVISED: 11/15/13; 1/27/20

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE