



# MIDLAKES DISTRICT OFFICE

## PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

### CONTINUOUS - JOB POSTING

**POSTING DATE:** July 17, 2025

**POSITION:** Bus Driver Trainee

**SALARY:** \$16.00 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](#) 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 2025-2026 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: Jeffrey Hamelinck, compliance officer/coordinator, at [jhamelinck@midlakes.org](mailto:jhamelinck@midlakes.org). Mr. Hamelinck 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).