



JOB OPENING!

PART-TIME BUS DRIVER

Hourly Rate: \$23.85

The Town of Long Lake is seeking Seasonal Part-Time Bus Driver to operate the Town Bus for community trips and events.

QUALIFICATIONS:

- Must possess a valid New York State Class D Driver License or higher
- Must successfully complete a Defensive Driving Course (certificate required)
- Must be able to work flexible schedules, including evenings and weekends as needed

Weekend and evening hours required.

Application available at

1130 Deerland Road

518-624-3077 or info@mylonglake.com

Applications due on a rolling basis

until positions are filled

Posted 6/10/26

**JOB DESCRIPTION
TOWN OF LONG LAKE
LITTLE BUS DRIVER
PART-TIME**

JOB DESCRIPTION – SEASONAL PART-TIME TOWN BUS DRIVER

1. Employment and Qualifications

The Town of Long Lake shall employ the drivers of the Town Bus. Drivers must:

- Possess a valid New York State Class D Driver License or higher;
 - Be employed by the Town of Long Lake as a Seasonal, Part-Time Bus Driver;
 - Have proof of completion of a Defensive Driving Course on file with the Town;
- and
- Successfully complete a driver's license background check demonstrating:
 - No felony convictions within the previous ten (10) years; and
 - No moving traffic violations within the previous one (1) year.

All Town Bus Drivers shall be compensated at the current Seasonal Grade 7, Step 0 rate as established in the Town's Grade and Step Salary Schedule.

Drivers assigned to Town-sponsored trips, or trips for outside organizations for which no transportation fee is charged, may submit vouchers for reimbursement of approved meal and lodging expenses. Reimbursement requests are subject to approval by the Town Board.

The Town shall maintain a roster of four (4) Seasonal Town Bus Drivers. One (1) position shall be reserved for a resident of Raquette Lake. If no qualified applicant from Raquette Lake is available, the position shall remain vacant until such time as a qualified Raquette Lake resident applies.

All applicable provisions of the Town Employee Manual shall apply to Town Bus Drivers.

2. Outside Party Trips

When transporting an outside organization or group, it is recommended that the sponsoring organization provide the driver with complimentary admission to the destination event or activity, when applicable, and provide a meal when the trip extends through a customary mealtime.

3. Hours of Service

In accordance with applicable health and safety regulations, Town Bus Drivers shall be limited to a maximum driving shift of eight (8) hours. No exceptions shall be permitted.

For trips requiring more than eight (8) hours of driving time, the sponsoring group may be required to schedule and pay for a second driver. Any additional costs associated with providing a second driver, including meals, lodging, and other related expenses, shall be the responsibility of the sponsoring group and shall be billed accordingly.



TOWN OF LONG LAKE

EMPLOYMENT APPLICATION

TOWN USE ONLY

Applicant Name _____

Civil Service Job Title: _____

Civil Service Job Classification

Competitive

Non-Competitive

Exempt

Labor

This application is for internal use only by the Town of Long Lake and should not be filed with the Hamilton County Personnel Department.

TOWN OF LONG LAKE Employment Application

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. If answer is NO or NONE, indicate such. We appreciate your interest in employment with the Town of Long Lake.

We are an **Equal Opportunity Employer**. We consider all applications for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Town Supervisor's Office. This application for employment will be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should reapply by completing another employment application.

BIOGRAPHICAL DATA	Name (First, Middle, Last)		E-mail Address		
	Address		Phone Number		
	City		State	Zip	
	Position Applied For		Salary Desired		
	Are You Available For		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Date Available For Work
	How were you referred to the Town of Long Lake? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Civil Service Job Posting <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Other _____				
	Are you currently employed?				<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, may we contact your employer to obtain employment information?				<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever filed an application or interviewed for employment with the Town of Long Lake?				<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, give month and year ____/____/____				
	Have you ever been employed with the Town of Long Lake before?				<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, give dates From ____/____/____ To ____/____/____				
Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are under 18 years of age, can you provide required proof of your eligibility to work?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

EDUCATIONAL BACKGROUND	Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
	High School				
	College				
	Other				

SKILLS	Typing Speed: _____ WPM	Data Entry: _____ # Numeric Keystrokes/Hour	_____ # Alpha Keystrokes/Hour
	Computer Skills:		
	List certificates, licenses (<i>including driver license or CDL endorsement</i>) or professional achievements that would support your qualifications for employment: If you are applying for a position which requires a Commercial Driver License, provide Driver License Number here: _____	List any additional skills, technical or professional knowledge that you feel would support your application:	

List your previous four (4) employers whether or not they seem relevant to the position for which you are applying.

Present or Last Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

U.S. MILITARY HISTORY			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
U.S. Military Branch	Entry Date	Discharge Date	Training or Specialty

References (Other than relatives or previous employers; list three)			
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known

Conviction Record Status		
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town. The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.		
Date	County/State	Conviction/Explanation

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired, and that the filing of a false instrument can be punished as a crime. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that as a part of the hiring process an independent background check may be conducted. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations. I understand that as a condition for employment with the Town of Long Lake, a pre-employment physical examination will be required, and that for those positions which require a possession of a commercial drivers license (CDL), a controlled substance test will be required and must be passed.

Date: _____

Signature of Applicant: _____