Greene County Veterans Service Agency
Job Announcement – Veterans Service Driver (Full-Time)

HOURLY RATE: $18.20 (Grade 5, Step 0)

This is routine work involving the responsibility for the safe and economical operation and care of a car or passenger van. The incumbent is responsible for rendering assistance in the appropriate way to Veterans in their transportation to medical appointments and VA treatment facilities. The work is performed in accordance with well-established policy and procedures under the direct supervision of the Director of the Veterans Service Agency with leeway allowed for the use of independent judgment. Supervision is not a direct responsibility of this position; the incumbent will be responsible for assigning the work of the subordinate chauffeurs. Does related duties as required.

EXAMPLES OF WORK: (Illustrative only)

- Responsible for receiving and scheduling reservations for all active Veterans requiring transportation;
- Responsible for verifying eligibility of all Veterans;
- Provides training to subordinate chauffeurs and instructs them on safety, policies and procedures;
- Responsible for scheduling and assigning the work of the subordinate chauffeurs;
- On a daily basis, establishes the most efficient transportation routes;
- Maintains vehicle logs, passenger logs, and scheduling fleet maintenance;
- Transports Veterans to and from medical appointments, hospitals and/or treatment facilities;
- Assists Veterans with embarking and disembarking the vehicle as required;
- Assists and escorts Veterans as needed to and from appointments;
- Provides special assistance and/or accommodations to Veterans when required;
- Interacts with VA staff on various matters;
- Instructs Veterans on safety, policy and procedures for transportation and services;
- Performs minor repairs and routine maintenance as required to ensure vehicles are in operational condition;
- Inspects vehicles before and after use;
- Responsible for cleaning the interior and exterior of the vehicle.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and possession of a New York State Commercial Driver's License with a Passenger Transport endorsement **or** three (3) years of experience in the operation of a passenger van.

SPECIAL REQUIREMENT: Possession of a valid New York State driver license at the time of appointment appropriate to the vehicles operated which must be maintained throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume but do not substitute a resume.***

Applications can be obtained at: https: GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf
Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and a drug screen.