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## Jobs In Demand CDL-A & CDL-B Truck & Bus Drivers



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### **SPECIAL POINTS OF INTEREST:**

- \* *Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.*
- \* *Many workshops are available to assist you with your job search.*
- \* *Our staff are ready to help you!*

There are many opportunities in Oswego County and surrounding counties for truck drivers and bus drivers. To become a truck driver or bus driver, a commercial driver license (CDL) is a must. The two most common types are CDL-A and CDL-B.

A CDL-A allows the holder to operate many different large vehicles such as tractor trailers, livestock carriers, and flatbeds. This type of license also requires the driver to be able to maintain logs of working hours, vehicle service, or repair status following applicable state and federal regulations. These trucks have capacities greater than 3 tons to transport and deliver products, livestock, or other materials .

CDL-B drivers may operate buses, box trucks, delivery trucks or dump trucks. This type of license also requires drivers to maintain records such as vehicle logs, records of cargo, or billing

statements in accordance with company regulations. However, these trucks have capacities of under 3 tons that transport materials to and from specified destinations such as railroad stations, plants, residences, offices, or within industrial yards.

Employers also look for drivers who have specific endorsements. An endorsement is a type of "add on" to a current license allowing the holder to drive different vehicles. Examples of just a few endorsements are, farm vehicles, hazardous materials, passenger transport, and tow truck. Drivers who have these endorsements are more desirable to employers.

Oswego County Workforce New York has funding available to offer scholarships to customers who need assistance paying for educational programs. Schooling to obtain the knowledge and skills to be able to pursue a CDL-A or CDL-B license are among these programs. Please call 315-591-9000 for an appointment to discuss a scholarship for this or some other type of training.



**200 NORTH SECOND STREET  
FULTON, NY 13069  
www.ocwny.org  
ocwny@oswegocounty.com**



**PHONE 315-591-9000  
TTY 315-591-9247  
FAX 315-591-9009  
FAX 315-591-9024**

## Achieve Good Posture at Your Workstation

Poor posture at your workstation can lead to all sorts of physical problems. Here are the Occupational Safety & Health Administration's (OSHA's) general recommendations for setting up a safe and comfortable computer workstation that won't strain your back, neck, arms, and shoulders:

- The top of your monitor should be at or just below eye level.
- Your head and neck should be balanced and in line with your torso.
- Your shoulders should be relaxed.
- Your elbows should be held close to the body and be supported.
- Your wrists and hands should be in line with your forearms when they are on the keyboard.
- You should have adequate room for your keyboard and mouse.
- Your feet should be flat on the floor.

*“Things work out best for those who make the best of how things work out.”*

—John Wooden

## Encourage Workplace Safety With These Steps

Accidents and injuries can strike any workplace. You can't just hope for the best: safety is a key responsibility. Follow these guidelines for staying healthy and safe:

- **Set the right tone.** You and your co-workers and managers—up to the CEO—should show you take safety seriously by talking about it whenever appropriate, acting quickly to eliminate dangers, and never taking any safety shortcuts yourself.
- **Document safety procedures.** Don't rely on memory or common sense. Write down the rules in clear language and review them often to keep them up to date. This will help to protect you and your organization legally, and it will give employees and co-workers the information they need to avoid injury.
- **Work with experts.** Ask your local fire department for tips and advice on workplace safety in the event of a fire or

other emergency. Local law enforcement should be able to advise you on security. Don't make it up as you go along based on your knowledge of “Law & Order” reruns.

- **Train your workforce thoroughly.** Your rules won't have much impact if employees glance at them once during orientation and then forget them. Train people to use equipment safely, and repeat that training from time to time so it remains fresh, especially as equipment is upgraded. Conduct fire drills and other practices so workers know what to do in an emergency.
- **Enforce the rules.** If you're a manager, sometimes you have to be the bad guy. Disciplinary measures may be necessary if you observe safety violations, and employees may not enjoy the consequences. You're better off letting employees get a little irritated with you if you can prevent an injury (and a lawsuit).



## Don't Be This Bad Employee At Work



To get ahead at work, you have to get along with your co-workers and managers. Don't sabotage your career with these basic workplace mistakes:

- **Chronic tardiness.** Oversleeping once in a blue moon is one thing, but if you're always showing up 15 minutes late or more, others will find you unreliable. Get enough sleep, and invest in a loud alarm clock.
- **Faking illness for a day off.** If your employer doesn't have a paid time off policy, at least be honest about why you're not coming to work. If your manager finds out you've lied, your job may be at risk.
- **Using bad language.** Your workplace may be friendly and informal, but swearing and cursing can turn people off. It makes you look childish and unprofessional, and it could suggest that you have a bad temper that people will want to avoid. Train yourself to use more appropriate language instead.
- **Gossiping.** Talking about co-workers behind their backs can earn you a reputation for being untrustworthy. It calls your judgment into question by suggesting that you have trouble keeping secrets and understanding what information is appropriate to share. Learn to keep your own counsel. If you have a real issue, talk to the person directly or to your manager.



July 2022



## Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
For more information or to sign up, please call – 315-591-9000				1
4 HOLIDAY- CLOSED	5	6	7	8 9:00-10:00 Social Media 1:00-3:00 Intro to Computers
11 9:00-10:00 Effective Resume	12	13 10:30-11:30 Metrix	14 9:00-4:00 Word	15
18	19	20 1:00-3:00 Internet Job Search	21 9:00-4:00 Excel 10:00-11:00 Effective Interviewing	22
25	26	27	28 9:00-4:00 QuickBooks	29

**Workshop Descriptions:**

**EFFECTIVE COVER LETTER**-This workshop offers best practices to craft an effective, professional cover letter while avoiding the common pitfalls that can make hiring managers groan.

**EFFECTIVE INTERVIEWING**-Suggestions to prepare for a successful job interview and interview phases will be discussed.

**EFFECTIVE RESUME WRITING**-An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.

**INTERNET JOB SEARCH**-Learn to research employers, advantages and disadvantages of job banks and upload, copy and paste your resume into online applications. **Email address & electronic resume required.**

**INTRODUCTION TO COMPUTERS**-Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. **Email address & resume requested but not required.**

**METRIX**-An online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses.

**MICROSOFT EXCEL**-Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts.

**MICROSOFT WORD 2016**-Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to type a resume. Skills include formatting, spellcheck, managing bullets and graphics.

**OVER 40 & HIRED**-Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.

**POWERPOINT 2016**-Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share.

**QUICKBOOKS 2020**-Not just an accounting program, QuickBooks is used by front desk, customer service and sales. Learn the basics of accounts receivable, accounts payable, inventory and reports.

**READY SET GO (TO WORK)**-How to look for work, the hidden job market, selecting the best resume format, cover letters, discussion time for any questions.

**SOCIAL MEDIA**-This workshop will go through some social media platforms and how they can be used to enhance your job search process through privacy tools, online presence, company research and creating your personal online network.

**UNDERSTANDING THE CIVIL SERVICE SYSTEM**-Get a better understanding of how to obtain employment with local and state governments and school districts.

## Did You Know...

**Did you know...**that Oswego County’s average unemployment rate for May 2022 was **3.7%**? This was a decrease from the April 2022 rate of **3.9%**.

**Did you know...**that we are on LinkedIn? To view job postings and other information go to [www.linkedin.com](http://www.linkedin.com) and search for Oswego County Workforce New York.

**Did you know...**that we are on Facebook? To view job postings and other information go to [www.facebook.com](http://www.facebook.com) and search for Oswego County Workforce New York.

**Did you know...**that we are on Twitter? To view job postings and other information go to [www.facebook.com](http://www.facebook.com) and search for Oswego County Workforce New York.

**Did you know...**that we are on Instagram? To view hiring events and other information go to [www.facebook.com](http://www.facebook.com) and search for [ocwny13069](https://www.instagram.com/ocwny13069).

**Did you know...**that you should have different versions of your resume if you’re looking for work in more than one field? Update and customize your resume for each new position.

**Did you know...**that we have staff to help you in your job search if you receive SSI/SSDI? Stop in and see Lisa to learn more.

**Did you know...**that you should prepare for an interview by researching the company? By doing some research ahead of time, you’ll be better prepared and able to ask questions about the company.

### Partner Agencies/Websites

**Oswego County Opportunities**  
[www.oco.org](http://www.oco.org)

**Oswego County BOCES**  
[www.citiboces.org](http://www.citiboces.org)

**Cayuga Community College**  
[www.cayuga-cc.edu](http://www.cayuga-cc.edu)





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**[www.indeed.com](http://www.indeed.com)**

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, [syracuse.com](http://syracuse.com) and [monster.com](http://monster.com). Click on Advanced Search to narrow your results by keyword, location and full or part-time.



### To see our most recent events and recruitments follow us on Social Media!

- 
  - Oswego County Workforce New York
  - Oswego County Youth Works (Ages 16-24)
- 
  - Oswego County Workforce New York
- 
  - Oswego County Workforce New York
- 
  - [ocwny13069](https://www.instagram.com/ocwny13069)

Please call or see the front desk attendant for more information.

→ Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades

If you’re interested in training or a scholarship, see your caseworker or contact Rachael at (315) 591-9014 or [rachael.shelanskey@oswegocounty.com](mailto:rachael.shelanskey@oswegocounty.com).

Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.