



REQUIRED FORM
APPLICATION

NOTICE OF EXAMINATION

Bus Operator Exam No. 2613

WHEN TO APPLY:	From: June 6, 2012 To: June 21, 2012	APPLICATION FEE: \$61.00 (This Fee is Non-Refundable)
THE TEST DATE:	The multiple-choice test is expected to be administered on several dates. The first test is expected to be administered Saturday, January 12, 2013.	

ADMISSION LETTER: An *Admission Letter* with your test date will be mailed to you on or before January 2, 2013. If you do not receive this letter by January 8, 2013, you may obtain a duplicate letter at the NYC Transit Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY; weekdays from 9 AM to 3 PM.

JOB DESCRIPTION: Bus Operators, under general supervision, safely and efficiently operate an MTA New York City Transit bus transporting passengers along an assigned route while adhering to a schedule, New York City traffic regulations, New York State laws, and New York City Transit rules and regulations. They ensure the proper payment of fares; issue and collect transfers; ensure the safety of passengers; ensure the safety and security of the assigned bus; perform pre- and post-trip inspections; complete various reports; and perform related work.

Some of the physical activities performed by Bus Operators and environmental conditions they experience are: working in all kinds of weather conditions; communicating with customers; walking up and down stairways and ramps, and avoiding hazards in depots; hearing horns, buzzers, and verbal warnings; distinguishing colored lights; seeing and anticipating traffic hazards at a distance and in all directions; making visual inspections of buses; sitting for long periods of time; operating a wheelchair lift; and climbing into and out of an Operator's seat.

Special Working Conditions: Bus Operators may be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

SALARY AND BENEFITS:

The current minimum salary for Bus Operators is \$20.9675 per hour for a 40-hour week, with an increase to \$29.9550 in the fourth year of service. These rates are subject to change. The benefits of this position include, but are not limited to night and weekend salary differentials, paid holidays, vacations, sick leave, a comprehensive medical plan, and a pension plan.

HOW TO QUALIFY:

Education and Experience Requirements: There are no formal education or experience requirements for this exam.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment you must possess either:

1. A Class B Commercial Driver License (CDL) valid in the State of New York, with a passenger endorsement and no restrictions that would disqualify you from performing the duties of this position; or
2. A motor vehicle driver license valid in the State of New York and a CDL Learner Permit with passenger endorsement and no restrictions as referenced in #1 above.

Your CDL or motor vehicle driver license, or any combination thereof, must have been valid in the State of New York for at least three years immediately prior to the date you are appointed to this position.

If you are appointed under "2" above, you must obtain the Class B Commercial Driver License during the training program in bus operation. (See "Additional Information" section below)

You may be disqualified from appointment in this title if you have serious moving violations, a license suspension or an accident record. The driver license referenced in #1 above must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Bus Operator. You will be examined to determine whether you can perform the essential functions of the position of Bus Operator. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with New York City Transit.

HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination as follows:

1. Online at <http://www.mta.info>, or <http://exam.nyct.com>, or
2. In person, Monday through Friday, from 9 AM to 3 PM at:

NYC Transit
Exam Information Center
180 Livingston Street (Lobby)
Brooklyn, NY 11201

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE: If you believe you meet the requirements in the "How to Qualify" section, you may apply via the internet or by mail.

New York City Transit will **not** accept applications in person.

Online Applications:

1. You may apply over the internet, using the Transit Examinations Application (TEA) system at: <http://exam.nyct.com> by the last day of the application period.
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be sent a confirmation email after you complete your application and pay the application fee. Applicants who request a fee waiver **must** apply by mail.

Applications by Mail must:

1. Be postmarked by the last day of the application period.
2. Include all of the required forms, as indicated in the Required Forms section above.
3. Be mailed to the address in the "Correspondence Section" of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to NYC Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, the exam title and the exam number.

Save your money order receipt for future reference and proof of filing an application.

Cash and personal checks will not be accepted.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70 to pass the test. The multiple-choice test may include questions on basic traffic rules and safe driving; understanding schedules and bulletins; understanding and following rules, regulations and procedures; customer service; completing reports; performing inspections; points of interest; and other related areas.

THE TEST RESULTS: If you pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all the requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Training Program: Appointees are required to successfully complete a six-week training program in bus operation. Those who do not successfully complete this program will be terminated.

SPECIAL ARRANGEMENTS:

Special Testing Accommodations: If you plan to request special testing accommodations due to a disability or an alternate test date due to your religious beliefs, follow the instructions included with the *Application* and mail your request to the address found in the "Correspondence Section" below, no later than 30 days prior to the scheduled test date.

CORRESPONDENCE SECTION:

All correspondence, including the submission of your application, must be sent to the address below:

Bus Operator, Exam No. 2613
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201