



New York City Transit

Bus Operator

Notice of Examination

Exam # 4600

When to Apply: From August 7, 2013 to August 27, 2013

Application Fee: \$61.00 (This fee is non-refundable)

Type of Test: Multiple-Choice

Test Date: Scheduled for December 14, 2013 (subject to change)

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 outdoors in all 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, Saturday, 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 Operator 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, vacation and 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 a passenger endorsement and no restrictions as referenced in #1 above.

Your CDL or motor vehicle 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 CDL 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 online at <http://mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below.

MTA EXAM INFORMATION CENTER: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

REQUIRED FORM(S): 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: You must apply by internet unless you are eligible for an application fee waiver. Applicants who are eligible for a fee waiver must apply by mail. Additional information on requesting an application fee waiver is available on the attached *Application Form Instructions*.

1. You must apply using the online application system by the last day of the application period at the following link: <http://mta.info/nyct/hr>
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be given a confirmation number after you submit your application and pay the application fee.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

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

Cash and personal checks will not be accepted.

ADMISSION LETTER: You should receive an *Admission Letter* in the mail about 10 days before the date of the test. You will also receive a telephone notification of the test date and location you are scheduled to take the test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

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 this 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.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

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. It may take up to nine months from the date of the test for you to receive your test results. If you meet the 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 disability or an alternate test date due to your religious belief, 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.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
3. Absence due to ordered military duty; or
4. A clear error for which the MTA New York City Transit is responsible.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence Section" below within one week of your scheduled test date.

CORRESPONDENCE SECTION:

All correspondence, including the submission of your application, must be sent to the following address: Bus Operator, Exam No. 4600, MTA New York City Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.