

## Job Description

Job Title: Bus Operator (MaBSTOA/MTABC)  
Exam No. 5101/5301  
Location: Various  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

Job Information:

First Date of Posting: **September 1, 2024**  
Last Date of Filing: **Until Filled**  
Authority: Manhattan and Bronx Surface Transit Operating Authority (MaBSTOA) or MTA Bus Company (MTABC)  
Department: Buses  
Division/Unit: Transportation  
Reports to: Dispatcher  
Work Location: Various  
Hours of Work: Various

**Note: When you submit your application, you must have either a Class A Commercial Driver License, Class B Commercial Driver License (CDL) or a Class A or B CDL Permit valid in the State of New York with a passenger endorsement and no airbrake or other disqualifying restrictions.**

**Your motor vehicle driver license or CDL must have been valid in the State of New York for at least three years prior to the date that you apply for this position.**

**No minimum education or previous professional driving experience required.**

### Compensation:

**Salary Range:** The current minimum salary for Bus Operators is \$26.98 per hour for a 40-hour week increasing to \$38.54 per hour in the sixth 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.

### Responsibilities:

Bus Operators, under general supervision, operate a bus carrying passengers in accordance with the rules and regulations of the MTA, New York State law and New York City traffic regulations. They ensure proper payment of fare; issue and collect transfers; ensure passengers' safety; protect the assigned vehicle; write reports concerning revenues, accidents, faulty equipment and unusual occurrences; and perform related work.

Some of the physical activities performed by the Bus Operators and environmental conditions they experience are: working in various types of weather; walking up and down stairways and ramps in depots; hearing horns, buzzers and verbal warnings; distinguishing colored lights; seeing traffic hazards from all directions and from a distance; making visual inspections of buses; remaining in a sitting position for long periods and climbing into and out of a Bus Operator's seat.

### License Requirement:

**When you submit your application, you must possess either:**

1. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class A or B CDL valid in the State of New York with a passenger endorsement and no airbrake restriction, or any other disqualifying restrictions; or

2. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement, no airbrake restriction or any other disqualifying restrictions.

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** prior to the date you are applying for this position.

If you qualify under "1" above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restriction and no other disqualifying restrictions at the end of a special training course in bus operation, or your employment will be terminated. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with a passenger endorsement, no airbrake restriction and no other disqualifying restrictions must be maintained for the duration of your employment in the title. This license and/or permit must not include any restrictions which would preclude the performance of Bus Operator work.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard:** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles (DMV). If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

**If you do not possess a Learner Permit for a Class A or B CDL and cannot obtain a DMV testing appointment,** please consider contacting us at [examsupport@nyct.com](mailto:examsupport@nyct.com) for assistance in scheduling a DMV testing appointment for a Class A or B CDL permit. **You will be able to submit your application upon obtaining a Learner Permit for a Class A or B CDL.**

### **How to Apply:**

If you meet the License Requirements above, you can submit an online application by clicking on the "APPLY NOW" button from either the CAREERS page or from the JOB DESCRIPTION page. If you have previously applied online for other positions, enter your Username and Password. If it is your first registration, click on the CLICK HERE TO REGISTER hyperlink and enter a User Name and Password; then click on the REGISTER button.

**Reminder: You must meet the CDL license/permit requirement to apply.** If you do not possess the necessary license/permit, you may consider applying at a later date after you obtain the license/permit.

### **Selection Method / Admission Letter:**

Candidates **who possess the required CDL license** and/or permit will be scheduled for a mandatory **in-person** session to participate in the following:

1. The verification of their CDL license and/or permit
2. A brief discussion about the different Bus Operator positions at the MTA
3. The selection of a date and time for their pre-employment processing to begin

**Candidates will be required to present their Class A or Class B Commercial Driver License or Motor Vehicle Driver License and Class B CDL Permit. Applicants who do not bring their Class A or B CDL or Class A or B CDL Permit to the site will not be permitted to participate in the process.**

Applicants must keep their contact information (email, mailing, phone) up to date. The contact information you entered in your online profile with the MTA will be used to contact you. You can update your address and other contact information by logging into your MTA profile or by sending an email to [examsunit@nyct.com](mailto:examsunit@nyct.com).

## **Hiring List:**

The hiring list will consist of candidates who possess the Class A or B CDL or the Class A or B CDL Permit. This hiring list will be updated as candidates who possess the license or permit apply for the position.

Candidates are only permitted to accept a Bus Operator position with either the MTA Bus Company or the Manhattan and Bronx Surface Transit Operating Authority. Candidates who accept a position as a Bus Operator in one of the hiring agencies will be removed from the hiring list and cannot be considered for a Bus Operator position in the other agency.

## **Requirements to be Appointed:**

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be promoted to this safety-sensitive position.

**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. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable them to perform the essential functions of the job.

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

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

**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 MaBSTOA or MTA Bus Company.

## **Training Requirement:**

All appointees must satisfactorily complete a Bus Operator training program in accordance with MTA Bus Company or MaBSTOA standards. Appointees who do not satisfactorily complete the training program will be subject to termination.

## **Equal Employment Opportunity:**

MTA is an Equal Opportunity Employer, including veteran status and individuals with disabilities. The MTA encourages qualified applicants from diverse backgrounds and experiences, including military service members, to apply.

**[APPLY NOW](#)**