



New York City Transit

Notice of Examination

Bus Operator, Exam # 7612

Application Deadline:

May 23, 2017

Type of Test:

Multiple-Choice

Application Fee:

\$68.00

Test Date: (subject to change)

Multiple-Choice testing is expected to begin on Saturday, October 7, 2017

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 experienced are: working outdoors in all weather conditions; communicating with customers; walking up and down stairways and ramps; 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 brief description does not include all of the duties of this position.)

SALARY AND BENEFITS:

The current minimum salary for a Bus Operator is \$22.69 per hour for a 40-hour week. This rate is 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.

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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 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 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, 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) process required by federal law in order to be appointed to this safety-sensitive position.

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 MTA 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 New York City Transit Exam Information Center as indicated below.

MTA NEW YORK CITY TRANSIT 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:

Application: 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 submit an application online by the last day of the application period unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below.

Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> 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 given a confirmation number after you submit your *Application* and pay the application fee. Applicants who request a fee waiver must apply by mail.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (continued):

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.

Cash and personal checks will not be accepted.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) General Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER:

Applicants who wish to request a Fee Waiver must obtain an *Application* in person at the MTA New York City Transit Exam Information Center as indicated above and must submit the *Application* and required forms by mail **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

ADMISSION LETTER:

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the first date of the multiple-choice test date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the multiple-choice test.

THE TEST:

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on an eligible list.

Testing for the title of Bus Operator is expected to begin on Saturday, October 7, 2017. It is anticipated that the test will also be scheduled on additional dates throughout the month of October 2017.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The multiple-choice test may include questions that require the use of any of the following abilities:

Written Comprehension – The ability to understand written sentences or paragraphs. Example: Understanding written bulletins released by MTA New York City Transit.

Written Expression – The ability to use English words or sentences in writing so others will understand. Example: Writing incident reports regarding unusual occurrences.

Short Term Memorization – The ability to remember information, such as work assignments, rules, and procedures immediately after hearing them. Example: Remembering the bus route detour immediately after the detour was stated by the dispatcher over the two way radio.

Problem Sensitivity – The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. Example: Recognizing that a parked truck in the bus lane may interfere with the normal operation of the bus.

Deductive Reasoning – The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: Applying MTA New York City Transit rules and regulations to situations to determine the appropriate action that must be taken.

Inductive Reasoning – The ability to combine separate pieces of information, or specific answers to problems to form general rules or conclusions. It includes coming up with a logical explanation for why a series of unrelated events occur together. Example: Determining the action that must be taken based on a combination of observations and radio chatter from other Bus Operators and the Dispatcher.

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THE TEST (continued):

Information Ordering – The ability to follow correctly a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. Example: Following the step-by-step instructions of a pre-trip inspection of a bus.

Spatial Orientation – The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. Example: Reading a map and understanding where bus stops are in relation to your location.

Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged. Example: Understanding that the scene you saw in your front window is the same scene, just rotated when shown in your rear view mirror after you pass the scene.

Mechanical Aptitude – The ability to understand and apply mechanical concepts and principles to solve problems. Example: Understanding that the bus needs fuel when the fuel gauge is near empty.

Customer Service - The ability to provide information to passengers in a professional and courteous manner. Example: Giving a passenger directions to a location.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, smart watches, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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, you may not receive your test results, your test score may be nullified, 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. If you meet all 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 Test 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 your *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. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner, where you are an officer or employee of the City;
4. Absence due to ordered military duty;
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or childbirth related condition preventing you from taking the test.

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 60 days of your scheduled test date or make the request within 90 days following termination of your military duty.

CORRESPONDENCE:

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new telephone numbers, mailing and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All correspondence, including the submission of your *Application*, must be sent to the following address:

Bus Operator, Exam No. 7612
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, N.Y. 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.