



# MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

## Notice of Examination

### Bus Operator, Exam No. 0100

**Application Deadline:**

September 30, 2019

**Type of Test**

See the Selection Process Section

**Application Fee:**

\$68.00

**Survey Date:** (subject to change)

Saturday, December 7, 2019 or  
Sunday, December 8, 2019

#### JOB DESCRIPTION

**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.

**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 Bus Operator is \$23.84 per hour for a 40-hour week increasing to \$34.06 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: August 13, 2019

## HOW TO QUALIFY

There are no formal education or experience requirements for this position.

## 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 disqualifying restrictions that would preclude the performance of the duties of this title; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no 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 immediately prior to the date you are appointed to this position.

If you qualify under "2" 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 and no disqualifying restrictions at the end of a special training course in bus operation. If you fail to successfully complete the special training course in bus operation, including the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, your employment will be terminated. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class B Commercial Driver License (CDL) with a passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner 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. 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.

**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 him or her to 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) evaluation, referral and education/treatment 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 and Reform 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.

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## HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an application for this examination online (see the “HOW TO SUBMIT AN APPLICATION” section[s] below) 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, 3, or the G train to the Hoyt Street Station.

## 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 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. *Applications* will **not** be accepted in person.

### Online Applications:

1. Apply using [www.mymta.info/exams](http://www.mymta.info/exams) by the last day of the application period.  
Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open on the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you experience difficulty paying the application fee online, please refer to the Online Payment Tutorial here: [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm).

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any test dates and the requirements to compete in this exam. 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.

**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 the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

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## 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 Exam Information Center as indicated above and must submit the *Application* by mail to the address in the Correspondence section below **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 scheduled survey date. 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 below). A paper copy of the *Admission Letter* is your ticket for admission to the survey.

The *Admission Letter* will include your random list number, which is generated electronically. Candidates who successfully complete all components of the selection process and meet all requirements and conditions will be considered for employment in random list number order as vacancies arise.

Applicants **must** keep their mailing address **up to date**. Please refer to the Correspondence section below for instructions on how to update your address and other contact information.

## THE SELECTION PROCESS

The Bus Operator Selection Survey (BOSS) is a selection instrument approved by the American Public Transportation Association (APTA) and is used as an indicator of applicant tendencies in the areas of safety, attendance and customer service skills. As indicated above, all applicants will be mailed an Admission Letter inviting them to complete the BOSS. Then, once the eligible list for this exam is established, BOSS results will be mailed to those who completed it.

If you believe you have already successfully completed BOSS for another exam number, you may email us at [examsunit@nyct.com](mailto:examsunit@nyct.com) to request a transfer of those results to this exam number. Please write "BOSS Results Transfer Request" in the subject of your email, and make sure to include your full name and Applicant ID (or the last four digits of your Social Security Number) with your request.

As vacancies arise, applicants who have successfully completed the BOSS will be invited in random list number order to complete the following components of the employment process, which must be completed successfully to be considered for employment:

1. A driving record review
2. Drug test
3. Medical assessment
4. Work record review
5. Criminal record review (failure to disclose prior convictions may result in your disqualification)

Refer to the "Requirements to be Appointed" section of this notice, above, for additional information on conditions that must be met at the time of appointment.

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## BOSS ADMINISTRATION GUIDELINES

**Warning:** You are not permitted to enter the site with cellular phones, smart watches, beepers, pagers, 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 BOSS, you may **not** receive your results, your 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 BOSS and no one may wait for you inside of the site while you are taking the BOSS.

**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, IDNYC, Employer ID with photo, or Student ID with photo.

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

**Proof of Identity:** You must present your MTA employee ID when you arrive to take the BOSS.

## ADDITIONAL INFORMATION

**Probationary Period:** You will be required to complete a one-year probationary period. Those who do not successful complete the probationary period may be terminated at the discretion of MaBSTOA.

**Appointments:** All appointees must satisfactorily complete a Bus Operator training program in accordance with MaBSTOA standards. Appointees who do not satisfactorily complete the training program will be subject to being 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 first scheduled BOSS date.

**Make-Up:** You may apply for a make-up if you cannot take the Bus Operator Selection Survey on the scheduled date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the survey 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; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or

(Continued)

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## SPECIAL ARRANGEMENTS (Continued)

6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the Bus Operator Selection Survey.

To request a make-up, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within 60 days of your scheduled date or make the request within 90 days after performing ordered military duty.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, 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, you must:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **All changes to an MTA employee's contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Bus Operator, Exam No. 0100  
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.

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MaBSTOA is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit  
Title Code No. M7203

**Filing Opened:** August 13, 2019