



Bus Company

Notice of Examination

Part-Time Bus Operator, Exam No. 2303

Application Deadline:

January 25, 2022

Type of Test:

Multiple-Choice Test

Application Fee:

\$20.00

Test Dates: (subject to change)

Multiple-choice testing is expected to begin in April 2022

IMPORTANT: READ THE FOLLOWING INFORMATION CAREFULLY!

All applicants will be assigned a random list number that is generated electronically. As vacancies occur, applicants will be invited in random list number order to take the multiple-choice test. It is anticipated that the applicants with the lowest random list numbers will be scheduled to take the multiple-choice test in April 2022, and test administrations are expected to continue intermittently throughout 2022 as vacancies occur.

There is a Selective Certification for a Class B Commercial Driver License (CDL). After the application period, you will receive a link via email to indicate your interest in the Selective Certification. If you have the Class B Commercial Driver License (CDL) valid in the State of New York, complete the entire form. You may receive preferred consideration for possessing this license. Your license will be checked at the time of appointment. See the "Additional Information" section below for more information.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 5, 2022

JOB DESCRIPTION

Bus Operators, under general supervision, operate buses 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 Bus Operators and environmental conditions they experience are: working in all weather conditions; 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 Part-Time Bus Operator is \$22.84 per hour. This rate is subject to change.

HOW TO QUALIFY

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

REQUIREMENTS TO BE APPOINTED

Vaccination Requirement: As of November 14, 2021, the Metropolitan Transportation Authority (MTA) is requiring all new hires to be fully vaccinated against Covid-19. "Fully vaccinated" means having received both doses of a 2-dose vaccine and two weeks have elapsed since the second dose, or having received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose.

You can request a medical or religious accommodation from this requirement by forwarding your requests to Workforce.Relations@nyct.com. To contact us call, 347-643- 8209.

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

1. A Class A or 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 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.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 5, 2022

REQUIREMENTS TO BE APPOINTED (Continued)

The Class A or 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 Part-Time 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 such person 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 promoted 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 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 MTA Bus Company.

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the "Special Arrangements" section below.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 5, 2022

HOW TO SUBMIT AN APPLICATION (Continued)

Online Applications:

1. If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the “BSC” employee portal at www.mymta.info). **Note:** The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Internet Explorer, open a new window, and avoid having multiple tabs open in 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).

IMPORTANT: If you are requesting a fee waiver, you should not complete Steps 5, 6, or 7 below. Instead, by February 9, 2022, you must submit documentation supporting your fee waiver request by mail to Part-Time Bus Operator, Exam No. 2303, MTA NYC Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period.

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, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” **Note:** Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
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 have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 5, 2022

RANDOM LIST NUMBER / ADMISSION LETTER

A random list number will be generated electronically for you after all applications are processed, and you will be notified of what your random number is via email. At that time, you may also be notified of a potential multiple-choice test date.

As your random list number approaches, an Admission Letter will be mailed to you for the multiple-choice test. A paper copy of the Admission Letter is your ticket for admission to the test.

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 TEST

You will be given a 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 the eligible list.

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.

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.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 5, 2022

THE TEST (Continued)

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, 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 test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your Admission Letter.

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, IDNYC, 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.

ADDITIONAL INFORMATION

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

Appointments: All appointees must satisfactorily complete a Bus Operator training program in accordance with MTA Bus Company standards. Appointees who do not satisfactorily complete the training program will be subject to being terminated.

Selective Certification for a Class B Commercial Driver License: If you have a Class B Commercial Driver License (CDL) valid in the state of New York, you may be considered for appointment to a position through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for possessing this license. If you are

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 5, 2022

ADDITIONAL INFORMATION (Continued)

appointed through a Selective Certification, you must maintain this license for the duration of your employment in this title. After the application period, you will receive a link via email to indicate your interest in the Selective Certification. If you have the Class B Commercial Driver License (CDL) valid in the State of New York, complete the entire form. Your license will be checked at the time of consideration for appointment.

The above Selective Certification requirements may be met until the list is established. If you meet this requirement by then, please submit a request by email to examsunit@nyct.com or mail to the address in the "Correspondence" section below. Please include the examination title and number, your social security number, and the Selective Certification you are requesting in your correspondence.

SPECIAL ARRANGEMENTS

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which multiple-choice testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which multiple-choice testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice test as scheduled 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 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; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test (see the Special Circumstances Guide's Disability section for details).

To request a make-up test, submit your request with supporting documents (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the "Correspondence" section below as soon as possible. Unless otherwise specified in the DCAS General Examination Regulations, make-up test requests and supporting documentation must be submitted no later than one week following the close of the application period (see the first page of this Notice of Examination), or, if a circumstance above arises after that date, within one week following the occurrence.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 5, 2022

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., 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 from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may:

1. Email us at examsunit@nyct.com with the subject "Contact Info Update;" or
2. Mail your request to the address at the end of this section.

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. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include "Part-Time Bus Operator, Exam No. 2303." in the Subject. Alternatively, you can mail your correspondence to the following address:

Part-Time Bus Operator, Exam No. 2303
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.