

## Job Description Exam 4314 (10.1.2023)

Job Title: Bus Operator (MTABC)  
Location: Various  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

### Job Information:

First Date of Posting: June 21, 2023  
Last Date of Filing: Until Filled  
Authority: MTA Bus Company  
Department: Buses  
Division/Unit: Transportation  
Reports to: Dispatcher  
Work Location: Various  
Hours of Work: Various

**Note: Do not apply unless you have either a Class A or 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. Only candidates with the above license/permit will be canvassed and considered for this position.**

**If you do not have the permit/license at this time, you can file your application once you obtain the license/permit. This posting will remain open until at least October 31, 2023.**

**You must have had your valid motor vehicle driver license or CDL for at least three years prior to the date that you apply for this position.**

### Compensation:

**Salary Range:** The current minimum salary for Bus Operators is \$26.19 per hour for a 40-hour week increasing to \$37.42 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 here: "**APPLY NOW**". then click "Apply". 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 being considered for this position must take a multiple-choice test that may include questions on the following abilities: Understanding written sentences or paragraphs; using English words or sentences in writing; remembering visual information using short-term memory; determining when something is wrong or likely to go wrong; applying general rules to specific problems to come up with logical answers; combining separate pieces of information, or specific answers to problems to form general rules or conclusions; following a set of rules in a certain order; reading and understanding bus routes and locations on a map; and imagining how something will look after it is moved around or when its parts are moved or rearranged.

Qualified applicants will receive a random list number and will be invited to take the multiple-choice test starting in July 2023. You will receive an Admission Letter in the mail with the date, time, and location of the test. The letter will also include information on the safety protocols in effect at the test site as well as the rules of the test site. We will also send you an email with this information.

Testing sessions will be created at various intervals while this posting is open. Each session will have a distinct hiring list. Those who receive a passing score on the test will be placed on the hiring list in random list order.

**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 to gain entry to the test site. Applicants who do not bring their Class A or B CDL or Class A or B CDL Permit to the test site will not be permitted to enter the site to take the test.**

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 Lists:**

Each hiring list will consist of candidates who pass the multiple-choice test and possess the Class A or B CDL or the Class A or B CDL Permit.

Candidates are only permitted to accept a Bus Operator position in either the MTA Bus Company or the Manhattan and Bronx Surface Transit Operating Authority.

### **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 MTA Bus Company.

### **Training Requirement:**

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 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.

If you meet the License Requirements above, you can submit an online application by clicking here: "[APPLY NOW](#)"