

## **Job Description**

Job Title: Bus Operator (MaBSTOA/MTABC)  
Job ID: E.4126 and 4330  
Location: Various  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

### **Job Information:**

First Date of Posting: March 1, 2024  
Last Date of Filing: **March 31, 2024**  
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.

**Please [click here](#) for information on the New York State DMV CDL Permit process and for other important information regarding the driver license conditions for appointment.**

### **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.

You will also be required to complete the License Questionnaire at <https://forms.office.com/g/6fmfk360FQ>. If you do not complete both the application and the license requirement questionnaire, your application will be considered incomplete, and you will not be placed on the hiring list. By completing this questionnaire, you are authorizing that New York City Transit, Manhattan and Bronx Surface Transit Operating Authority, MTA Bus Company, SIRTOA and its designated agents and representatives to obtain and review your Motor Vehicle Record (MVR) information. For more information, please refer to the questionnaire.

**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 Process:**

All applicants who have a satisfactory Motor Vehicle Record (MVR) will be given a random list number **by April 25, 2024**, via email. As Bus Operator vacancies occur, candidates will be scheduled, in random list number order for further consideration.

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.

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).

**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 such person 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.

**To Apply Now:**

1. Apply online at <https://www.mymta.info/exams>.
2. Complete the Microsoft Form at <https://forms.office.com/g/6fmfk360FQ>