



# Bus Company

## Notice of Examination

**Bus Operator, Exam Nos. 5309, 5310, and 5311**

**Amended Notice – April 21, 2025**

**No Application Fee**

The application fees will be waived for all the application periods stated on this Notice of Examination only. This is not a precedent for future exams.

**Type of Test:**

See the Selection Process Section

This is **NOT** a New York City Transit position. This is **NOT** a Civil Service position.

This Notice of Examination was amended on April 21, 2025 to remove the Multiple-Choice test. The Test, The Test Results, and the Test Site Requirements sections have been removed. The Application and Test Schedule and the How to Submit an Application sections have been updated. The Selection Process section has been added.

### APPLICATION PERIODS

Periodic application periods will be held as shown in the table below to meet the anticipated hiring needs of the agency.

#### When to Apply:

<u>Exam No.</u>	<u>Application Period</u>
5309	April 1, 2025 - April 30, 2025
5310	May 1, 2025 – May 31, 2025
5311	June 1, 2025 – June 30, 2025

You may apply for more than one exam number listed above. You cannot, however, apply for the same exam number more than one time.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: April 1, 2025

## **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 at Spring Creek Depot is \$26.19 per hour for a 40-hour work week increasing to \$37.42 per hour in the sixth year of service. The current minimum salary for Bus Operator at Baisley Park, College Point, Eastchester, LaGuardia and Yonkers Depots is \$27.79 per hour for a 40-hour work week increasing to \$39.70 per hour in the sixth year of service. The current minimum salary for Bus Operator at JFK and Far Rockaway Depots is \$26.19 per hour for a 40-hour work week increasing to \$37.42 per hour in the sixth year of service. These rates are subject to change. 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.

## **HOW TO QUALIFY**

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

## **THE SELECTION PROCESS**

You will be sent a random list number via email after the last day of the application period corresponding to the exam number you applied for as shown above in the "Application Periods" section. As Bus Operator vacancies occur, applicants will be scheduled, in random list number order, for employment processing. During employment processing, candidates will be required to verify that they meet all requirements listed in the "Requirements to be Appointed" section.

## **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](mailto:examsunit@nyct.com) during the application period.

## **HOW TO SUBMIT AN APPLICATION**

If you believe you meet the requirements in the "How to Qualify" section, you must submit an application during the application period. Applications will **not** be accepted in person.

**Online Applications:**

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Application Period Opened: April 1, 2025

1. If you are not an active MTA employee, apply using [www.mymta.info/exams](http://www.mymta.info/exams) by the last day of the application period (Active MTA employees can apply using the MTA Business Service Center (BSC) employee portal at [www.mymta.info](http://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 Microsoft Edge, 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:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (i.e., telephone number, mailing address and 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](mailto: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, MTA New York City Transit Employees, and employees of other MTA related agencies must also visit the employee portal at [www.mymta.info](http://www.mymta.info) to update their contact information through the "BSC."**

All other correspondence should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include "Bus Operator, Exam Nos. 5309, 5310, and 5311" in the Subject. Alternatively, you can mail your correspondence to the following address:

Bus Operator, Exam Nos. 5309, 5310, and 5311  
MTA New York City Transit  
149 Pierrepont Street  
Brooklyn, NY 11201  
Attn: Exam Administration, 3rd Floor, Room 3.600

## REQUIREMENTS TO BE APPOINTED

**Driver License Requirement:** At the time of appointment, you must possess a motor vehicle driver license 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 have serious moving violations, license suspension or an accident record, you may be disqualified. Additionally, you must have either:

1. A Class A or Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions that would preclude the performance of Bus Operator work; or

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2. A Learner's Permit for a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions that would preclude the performance of Bus Operator work.

If you are appointed under "2" above, you must obtain the Class B Commercial Driver License during the training program in bus operation. The Class A or Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no 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 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 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 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.

## **ADDITIONAL INFORMATION**

**Training:** 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.

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

## **PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.