New York City Transit

NOTICE OF EXAMINATION

BUS OPERATOR
Exam No. 6614

WHEN TO APPLY: **From: 1/1/2026**

To: 2/15/2026

APPLICATION FEE: $68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

TYPE OF TEST:

Multiple-Choice Test

TEST DATE:

Multiple-Choice testing is expected to begin on Monday, March 23, 2026

JOB DESCRIPTION:

Bus Operators, under general supervision, safely and efficiently operate an MTA New York City Transit bus transporting passengers along an assigned route while adhering to a schedule, New York City traffic regulations, New York State laws, and MTA New York City Transit rules and regulations. They ensure the proper payment of fares; issue and collect transfers; ensure the safety of passengers; ensure the safety and security of the assigned bus; perform pre-trip and post-trip inspections; complete various reports; and perform related work.

Some of the physical activities performed by Bus Operators and environmental conditions experienced are: working outdoors in all weather conditions; communicating with customers; walking up and down stairways and ramps; avoiding hazards in depots; hearing horns, buzzers, and verbal warnings; distinguishing colored lights; seeing and anticipating traffic hazards at a distance and in all directions; making visual inspections of buses; sitting for long periods of time; operating a wheelchair lift; and climbing into and out of an 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 $28.76 per hour for a 40-hour work week increasing to $41.09 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.

HOW TO QUALIFY:

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

THE TEST:

You will be given a competitive multiple-choice test. The competitive multiple-choice test may be given at a computer terminal or using paper and pencil/pen. 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.

You will be scheduled to take the test as indicated in the above "Test Date" box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the "Special Test Accommodations" subsection below.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The competitive multiple-choice test may measure your knowledge, skills and abilities in the following and other related areas:

- **Written Comprehension:** The ability to understand written sentences or paragraphs.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

- 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.
- **Spatial Orientation:** The ability to tell where you are in relation 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.
- **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.
- **Customer Service:** The ability to provide information to passengers in a professional and courteous manner.
  - Example: Giving a passenger directions to a location.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at https://a856-mtaexams.nyc.gov/OASysWeb/home. Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact the Examinations Unit. This review may require approximately five (5) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived.

If you are requesting a fee waiver, you must, by March 2, 2026, submit documentation supporting your fee waiver request by mail to Bus Operator, Exam No. 6614, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600. 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.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact the Examinations Unit at examsunit@nyct.com.

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide which is located in the "Special Test Accommodations" section below.

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.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special test 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 testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the 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, parent-in-law, 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 the Examinations Unit is responsible; or
6. A temporary disability; or
7. Pregnancy, childbirth or a related medical condition.

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the "Correspondence" section below as soon as possible.

Late Filing for MTA New York City Transit Provisional Employees: Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may submit a late application if you:

1. Are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
2. Were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

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 your employer. 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, follow the applicable instructions below:

Current employees must:

- Visit the employee portal at www.mymta.info to update their contact information through the "BSC" **and**
- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at https://a856-mtaexams.nyc.gov/OASysWeb/home

External candidates must:

- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at https://a856-mtaexams.nyc.gov/OASysWeb/home

Personal Information Update: If there are changes to your name and/or social security number you must use the Correction Form and follow all instructions for changing your name and/or social security number with the Examinations Unit. The following link will provide you with the MTA Correction Form: *https://www.mta.info/document/170711*

All other correspondence should be sent to examsunit@nyct.com and must include "Bus Operator, Exam No. 6614" in the Subject. Alternatively, you can mail your correspondence to the following address:

Bus Operator, Exam No. 6614
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS:

Your Admission Letter will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. A paper copy of the Admission Letter is your ticket for admission to the test.

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

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.

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.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of the Examinations Unit. You can contact the Examinations Unit by email at: examsmakeups@nyct.com.

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.

THE TEST RESULTS:

If you pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by email of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

If you believe that your test results were rated incorrectly, you may submit an appeal of your score to the Examinations Unit through OASys. Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at https://a856-mtaexams.nyc.gov/OASysWeb/home and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

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
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 this position. 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 any MTA agency.

ADDITIONAL INFORMATION:

Training: All appointees must satisfactorily complete a Bus Operator training program in accordance with MTA New York City Transit 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.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your OASys account. If you are unable to locate the email, you can view a summary of the notification email by clicking the Notifications tab on your OASys dashboard. If you are still unable to locate the email, please email the Examinations Unit via the Contact feature available in OASys with a description of the issue, and include the exam number and your profile number located on

your OASys Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

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