



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

**BUS OPERATOR**  
**Exam. No. 8006**  
**New York City Transit Authority**

**WHEN TO APPLY:** From: January 2, 2008  
To: February 26, 2008

**APPLICATION FEE: \$40.00**  
Payable by mail by money order to DCAS (EXAMS)  
or payable online by credit card, bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, April 19, 2008.**

**WHAT THE JOB INVOLVES:** Bus Operators, under general supervision, operate a Transit Authority bus carrying passengers in accordance with the rules and regulations of the New York City Transit Authority, New York State law and New York City traffic regulations. They ensure proper payment of fares; issue and collect transfers; look out for the safety of the passengers; 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 experienced are: working in all kinds of weather; communicating with customers; 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 an Operator's seat.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$18.8450 per hour for a 40-hour work week, with increments to \$26.9200 per hour after three years. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan, and a pension plan.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

## HOW TO QUALIFY:

**Education and Experience Requirements:** There are no formal education or experience requirements for this exam.

**Driver License Requirements:** 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 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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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. (See "Additional Information" section, below.)

The 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 must be maintained for the duration of employment.

**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 of Bus Operator. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**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 the City of New York.

**REQUIRED FORM:**

**Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on rules of the road; safe driving; understanding schedules and bulletins; courtesy to passengers; procedures in the event of accidents, injuries, crimes or other unusual occurrences; points of interest in New York; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**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 mail 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.

**ADDITIONAL INFORMATION:**

**Training Program:** Appointees are required to successfully complete a six-week training program in bus operation to satisfactorily complete the probationary period. Those who do not successfully complete this program will be terminated.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying

1. **online**, follow the onscreen instructions; or
2. **by mail**, follow the instructions included with the "Application for Examination."

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91203; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)