



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION

BILL DE BLASIO  
Mayor

LISETTE CAMILO  
Commissioner

# NOTICE OF EXAMINATION

## MOTOR VEHICLE OPERATOR (CUNY)

Exam No. 8340  
(For The City University of New York Only)

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHEN TO APPLY:**

<u>Exam No.</u>	<u>Application and Scheduling Period</u>
8340	December 26, 2017 - February 28, 2018

**APPLICATION FEE: \$54.00**

**If you choose to pay the application fee with a credit/debit/gift card you, will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**THE TEST SCHEDULE:** Testing for the title of Motor Vehicle Operator (CUNY) is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from January 2018 - February 2018:

<u>Exam No.</u>	<u>Testing Period</u>
8340	January 2, 2018 - February 28, 2018

**Monthly Schedule:** A monthly schedule of the days and times for applying, scheduling and testing will be available within the week prior to the 1<sup>st</sup> day of each month at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam number will be open for multiple months, the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

**DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS:** This exam will be administered at the DCAS Computer-Based Testing and Application Centers:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Queens**  
118-35 Queens Boulevard  
5<sup>th</sup> Floor  
Forest Hills, NY 11375

You may take the Motor Vehicle Operator (CUNY) test at any of the locations, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional application fee will not be refunded.

**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 permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. 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, your test score may be nullified, you may not receive your test results 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 a Computer-based Testing & Applications Center while you are taking the test.

**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, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, 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.

**Test dates and times are subject to change.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**WHAT THE JOB INVOLVES:** Motor Vehicle Operators (CUNY), under supervision, operate motor vehicles such as passenger cars, vans, trucks, wreckers, forklifts, and buses. In a small garage, may dispatch personnel, motor vehicles and equipment. Motor Vehicle Operators may drive a truck carrying employees and material to and from work locations or act as a chauffeur to an official. Motor Vehicle Operators check tires, oil and fuel of the vehicle, replenish fluids as needed and check the vehicle to see that lights, horn and brakes appear to be operating properly; report any noticeable mechanical defects in the vehicle and clean the windows, interior, and exterior of the vehicle; change tires or wheels; assist in loading and unloading of materials, equipment and passengers; report any accidents in which the vehicle may have been involved in; and are responsible for tools, supplies, materials and equipment carried in or on the assigned vehicle. Motor Vehicle Operators prepare trip reports; operate motor equipment mounted on, or transported by the vehicle, such as forklifts; and may dispatch personnel, motor vehicles and equipment. When not driving Motor Vehicle Operators, may be required to perform such additional duties as running errands, answering phones and delivering mail and/or small packages. All Motor Vehicle Operators (CUNY) perform related work.

Some of the physical activities performed by Motor Vehicle Operators and environmental conditions experienced are: driving in all kinds of traffic and weather conditions; bending; lifting and loading small packages up to 50 lbs.; changing tires; sitting for long periods of time; and using hand trucks.

**Special Working Conditions:** Motor Vehicle Operators (CUNY) may be required to work rotating shifts, including nights, Saturdays, Sundays and holidays.

(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 \$36,566 per annum. This rate is subject to change.

**HOW TO APPLY:** You may apply and schedule a reservation for a test date if you believe you meet the requirements in the "How to Qualify" section. To apply and schedule yourself for this exam you must do so through the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). In order to apply and schedule yourself for this exam, you must have an OASys account. Once you create a new OASys account, you **may submit an application and schedule yourself for this exam. However, all new OASys accounts require verification to ensure the accuracy of candidate information. Some new OASys accounts may require up to 24 hours to be reviewed and resolved during normal business hours. An email notification will be sent to you if additional information is required. Please keep this information and the application period deadline in mind when creating your account.**

Follow the onscreen application instructions for making a reservation and electronically submitting your application and 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. 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. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

If you do not have access to a computer, you may apply and schedule a reservation for a test date online at one of the DCAS' Computer-based Testing & Applications Centers. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<b><u>Manhattan</u></b> 2 Lafayette Street 17 <sup>th</sup> Floor New York, NY 10007	<b><u>Brooklyn</u></b> 210 Joralemon Street 4 <sup>th</sup> Floor Brooklyn, NY 11201	<b><u>Queens</u></b> 118-35 Queens Boulevard 5 <sup>th</sup> Floor Forest Hills NY, 11375
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For questions regarding scheduling and rescheduling refer to the Reservation and Rescheduling FAQs at <https://a856-eeexams.nyc.gov/OLEE/SeatReservation/FAQReservation.aspx>.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Thank you for calling" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. Refer to the Special Test Accommodations Section at the end of this Notice of Examination for instructions on how to apply.

You will be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded.

## HOW TO QUALIFY:

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

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

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Medical Requirement:** CUNY guidelines have been established for the position of Motor Vehicle Operator. Candidates will be examined to determine whether they can perform the essential functions of the position of Motor Vehicle 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 alcohol testing and drug screening in order to be appointed. If appointed you will be subjected to random alcohol and drug testing for the duration of your employment.

**English Requirement:** Candidates 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 University of New York.

**THE TEST:** You will be given a multiple-choice test at a computer terminal. 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; defensive driving practices and safety precautions; application of written instructions; communicating information to others; maintaining records and filling out forms, vehicle readiness check, basic equipment check and related safety procedures; planning travel routes; delivery and pickup procedures; loading and unloading procedures; and other related areas.

The test will include questions which may require the use of any of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs. Example: A Motor Vehicle Operator (CUNY) may use this ability to understand directions that are written out for them.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: A Motor Vehicle Operator (CUNY) may use this ability to prepare trip reports.

**Memorization:** remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Motor Vehicle Operator (CUNY) may use this ability to memorize the fastest route to a destination.

**Problem Sensitivity:** determining when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. Example: A Motor Vehicle Operator (CUNY) may use this ability to plan car maintenance to prevent any possible issues that may arise.

**Information Ordering:** following a rule correctly or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. Example: A Motor Vehicle Operator (CUNY) may use this ability to prioritize work assignments to complete them in an efficient order.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Motor Vehicle Operator (CUNY) may use this ability to troubleshoot problems with a vehicle.

**Spatial Orientation:** determining where you are in relation to the location of some object or to tell where the object is in relation to you. Example: A Motor Vehicle Operator (CUNY) may use this ability to apply the brakes at the appropriate time to avoid a collision.

**THE TEST RESULTS:** If you pass the multiple-choice test, your name will be placed in final score order on a CUNY 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 CUNY eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for Commercial Driver License:** If you possess a Class A, B or C Commercial Driver License valid in the State of New York, or if you possess a valid New York State Learner's Permit for a Class A, B or C Commercial Driver License, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B or C Commercial Driver License (CDL) for the duration of your employment. Furthermore, you must comply with all Federal Motor Carrier Safety Administration (FMCSA) and NYS Department of Motor Vehicles Commercial Driver's License requirements. There may be certain age requirements to obtain these licenses. A candidate with a Learner's Permit must obtain the appropriate Driver License within three months from the date of appointment.

**Selective Certification for Commercial Driver License with an S endorsement and no Airbrake Restriction:** If you possess a Class A, B or C Commercial Driver License valid in the State of New York with an S endorsement and no airbrake restriction, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B or C Commercial Driver License (CDL) with an S endorsement and no airbrake restriction, for the duration of your employment. Furthermore, you must comply with all Federal Motor Carrier Safety Administration (FMCSA) and NYS Department of Motor Vehicles Commercial Driver's License requirements. There may be certain age requirements to obtain these licenses.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. If you apply for an exam and schedule yourself for a test date using OASys, you will have no other opportunities to request a special accommodation for that test. You must submit your application and a written request for the specific special accommodation to Administration, Customer and Exam Support by e-mail at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov) or by fax at (212) 313-3241. Please refer to the **Special Circumstances Guide** at [http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.

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

**This examination is for positions with The City University of New York (CUNY). If you would like to apply for Motor Vehicle Operator for all agencies, you must submit a separate application and fee for Exam No. 8321 from December 27, 2017 through February 28, 2018. If you would like to apply for Motor Vehicle Operator at NYC Health + Hospitals, you must submit a separate application and fee for Exam No. 8322 from December 27, 2017 through February 28, 2018.**

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City University of New York is an Equal Opportunity/Affirmative Action/Immigration and Control Act/Americans with Disabilities Act Employer.

Title Code No. 91212; Motor Vehicle Operation Occupational Group.

For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas); for CUNY: [cuny.nyc](http://cuny.nyc)