



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

## NOTICE OF EXAMINATION

**MOTOR VEHICLE OPERATOR**  
**Exam. No. 5041**  
**(For Agencies Under the Jurisdiction of DCAS Only)**  
**Amended Notice (October 26, 2005)**

**WHEN TO APPLY:** From: September 7, 2005      **APPLICATION FEE: \$30.00**  
 To: September 27, 2005      *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, November 19, 2005.**

The Notice of Examination is amended to provide additional information to the Written Test Description.

**WHAT THE JOB INVOLVES:** Motor Vehicle Operators, under supervision, operate motor vehicles such as passenger cars, ambulances, vans, hearses, trucks, wreckers, forklifts, tractor-trailer trucks and sign-erecting trucks. In a small garage, they 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 for an official. Motor Vehicle Operators check the tires, oil and fuel of the vehicle, replenish fluids as needed, and check to see that the lights, horn and brakes appear to be operating properly. They change tires or wheels; assist in the loading and unloading of materials, equipment and passengers; transport collectors and cases of coin boxes to and from collection areas; operate motorized equipment that is mounted on, or transported by, the vehicle; are responsible for tools, supplies, materials and equipment carried in or on the assigned vehicle; prepare trip reports; and perform related work. In the Police Department, they may operate vehicles which transport inmates to and from detention facilities, police stations and court locations. In the Office of the Chief Medical Examiner, they may transport physicians, medicolegal investigators or other passengers to and from death scenes. Employees in this title may be required to work rotating shifts, including nights, Saturdays, Sundays and holidays.

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.

(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 \$28,471 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, 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 **by mail only**. DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

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

**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:** Medical 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 a drug screening in order to be appointed.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of 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 of New York.

You may be given the test before we verify 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 and you will not receive a score.

**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; defensive driving practices and safety precautions; application of written instructions; communicating information to others; maintaining records and filling out forms; solving problems with basic arithmetic operations; 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** is the ability to understand written sentences and paragraphs.

**Written Expression** is the ability to use English words or sentences in writing so that others will understand.

**Memorization** is the ability to remember information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

**Problem Sensitivity** is the ability to tell 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.

**Information Ordering** is the ability to correctly follow a rule 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.

**Deductive Reasoning** is the ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

**Spatial Orientation** is the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you.

**Inductive Reasoning** is the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

**Visualization** is the ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

**Mathematical Reasoning** is the ability to understand and organize a problem and then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems.

**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:**

**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 a combination of these licenses, or 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. 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. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-UTEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Alcohol Screening Requirement (For Commercial Driver License Selective Certification only):** You must pass an alcohol screening in order to be appointed.

This examination is for positions in agencies under the jurisdiction of DCAS only. If you would like to apply for Motor Vehicle Operator with the New York City Health and Hospitals Corporation (HHC), you must submit a separate application and fee for Exam. No. 5062 from September 7, 2005 through September 27, 2005.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, 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. 91212; Motor Vehicle Occupational Group

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