

THE BUS STOPS HERE



Safety Newsletter

April 15, 2022



SUFFOLK TRANSPORTATION SERVICE, INC

SUFFOLK BUS CORP.

SUMMER SIGN UP: We anticipate camp and summer program enrollment to be higher than last year. Sign-up for summer work is now available on My Parking Space. Routes typically run 6 weeks and begin June 27 and July 5 and end mid-August. There will also be Large Bus summer work especially out of the Coram and Pond Rd yards. We encourage you to plan vacation time around these dates. All van drivers and driver assistants hired 1/1/17 and later are required to sign up and attend the pick.



CLICK UP AND COMMUNICATE: Communication plays a vital role in the success of your route and the operation of the business as a whole. If you have a problem, incident or anything that occurs on your route that you are not sure how to handle, make sure you communicate directly to Dispatch or your Supervisor for assistance. If you are off route, pulled to the side of the road or running late, communicate your situation with Dispatch. If you see or hear



something that is out of the ordinary or doesn't look right, "click" the communication up to your Supervisor or someone within the Company. All communication is tracked and reviewed by Operations and Risk Management. There is no such thing as over-communication. There are tools for you to use to communicate with your Supervisors. A Company Incident Report should be completed for any incident: anything out of the ordinary that occurs on your vehicle must be reported to your Supervisor. The Incident Report should be filled out in its entirety. When documenting such reports, remember to state the facts only and not opinions. Remember to always document what the camera can support. The camera on your bus is there to help you document on-board behavior. **See Page 24- Section 10.01 'The Click' in your Safety Manual.**

SCHOOL BUDGET MEETINGS: Please join us for informational meetings pertaining to your home school district upcoming budget vote. The following budget meetings have been scheduled. Keep an eye on upcoming Newsletters for information on future meetings. All employees that attend the meeting will be paid.

Lindenhurst District Budget Presentation

50 Saxon Avenue Classroom

4/26/22 - 10:30 am

East Islip Budget Presentation

50 Saxon Avenue Classroom

5/3/22 - 10:00 am

Central Islip Budget Presentation

1849 Pond Rd Classroom

5/11/22 - 10:30 am

Port Jefferson Budget Presentation

Coram Classroom

5/2/22 - 10:30 am

Three Village Budget Presentation

Coram Classroom

5/4/22 - 10:30 am

KINDERGARTEN TAGS: It is important that all Kindergarten students be dropped off to an authorized adult (parent, guardian, school, or facility personnel). To assist in identifying these children, we have ordered plastic tags for their backpacks. Many of our school districts are utilizing these tags. **See Page 104 Section 19.35 Kindergarten Tags in your Safety Manual.**

GUARANTEED WEEKS: Visit My Parking Space to check out the number of weeks you are paid for in the school year. We have an alphabetical list of all STS employees with the number of paid weeks. Visit MPS, click on "Notifications", click on "Forms", click on "# of Guaranteed Weeks". Remember...40-week guaranteed employees will get paid for the spring recess week.



This Friday's Facebook spotlight is Scott Annicelli, radio bus driver for Comsewogue and Port Jefferson School Districts out of the Coram yard

Happy Easter, Happy Passover, Happy Spring