

THE BUS STOPS HERE



Safety Newsletter

April 19, 2024



SUFFOLK TRANSPORTATION SERVICE, INC

SUFFOLK BUS CORP.



PARA-TRANSIT DRIVERS NEEDED: Para-transit has several driver openings available now. This position operates all year round (52 weeks per year). If you have 1 year of passenger experience and are looking for a full-time, 40-hour work week, apply now. Para-transit operates 7 days a week mornings, afternoons and evenings. For more information or if interested, please email Jhanella Orellana at jorellana@suffolkbus.com or click on the Sun icon on your mobile device to apply.

CALL CENTER AGENTS WANTED: We are looking for part-time Call Center Agents. Applicants must be 18 years or older and able to work 20 hours per week as well as a weekend day. In addition, we are looking for DA's who work less than 30 hours a week who would be interested in helping answer calls at our Help Desk in the evenings on Thursday through Saturday from 5:00PM - 8:00 PM. For more information or if interested, please call the Transit Help Line (631) 737-0294 X4215.



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.**

COMPANY PHYSICALS: Drivers and DAs whose physicals are due in April and have yet to schedule your appointment at the West Babylon location, be advised the doctor's office will be holding the time slot of 9am - 12pm on 4/24 to accommodate you. Please do your best to make an appointment within this time range.

Drivers and DAs whose physicals are due in May and have yet to schedule your appointment at the West Babylon location, be advised the doctor's office will be holding the time slot of 4:30 pm - 7:00 pm on May 15 to accommodate you. Please do your best to make an appointment within this time range.

CDL PERMIT CLASS: Our CDL Permit Class is a great opportunity for our DAs, our families, and friends to learn more about our great Company. Our next CDL permit class is Wednesday, 4/24, from 10:00AM-1:00PM at the Safety and Training facility located at 1780 Smithtown Ave, Ronkonkoma. This class is free, and everyone is welcome. Remember, we offer a \$500 bounty for every driver referral providing they are hired and drive for a minimum of 6 months!



FACEBOOK: This week's spotlight is Angelica Valle, ADA Dispatcher out of 1980 Pond Road

"A good time to laugh is any time you can."



SEARCH
FOR SLEEPING CHILDREN