

THE BUS STOPS HERE



Safety Newsletter

December 13, 2024



SUFFOLK TRANSPORTATION SERVICE, INC

SUFFOLK BUS CORP.

INTRODUCING DAYFORCE: On December 16, we are introducing a powerful HR & Payroll system - DAYFORCE. Dayforce will give employees access to relevant HR, payroll, and benefits. Information on downloading the mobile application and signing in will be provided via handouts this Friday at your Center. **All employees are required to log in and update their State and Federal Tax Forms beginning December 16, employees should have their tax forms updated by Friday, December 27.** If tax forms are not updated, the default will be single and no dependents and deduct the maximum amount of taxes. All employees must validate/check their personal information, check name, address, phone number, email, direct deposit bank info (if applicable). These items will also be on the handouts. Support is available through the following centers:



December 16 - 20

1849 Pond Rd Call Center 10am-1pm and 5pm-7pm

Telephone: 631-319-8699

Bay Shore and Coram Hiring Centers 10am-1pm

ANNUAL HOLIDAY FOOD DRIVE: Our food drive is ending on Friday, 12/13, it's not too late to contribute. Please look for the bins in the driver's rooms. After the Thanksgiving holiday many food pantries are empty. You can help to restock the shelves and make the upcoming holidays bountiful. There is no better gift than to give to those in need. Thank you for your generosity!



SAVE THE DATE: We are bringing back our annual Mingle and Jingle holiday heroes! Please save the date:



Tuesday, December 17

Wednesday, December 18

Thursday, December 19

Friday, December 20

11:00 - 1 PM at Harold Court

11:00 - 1 PM at Saxon Ave

[includes 10 Moffitt, 31 Moffitt, 71 Moffitt]

11:00 - 1 PM at 1780 Smithtown Ave

[includes 1849 Pond Rd & 1980 Pond Rd]

11:00 - 1 PM at Coram

[includes Selden, Medford & Setauket]

401k ENROLLMENT: Open enrollment for the 401k plan will begin on 12/1/24 for changes to take effect on 1/1/25. During open enrollment you can enroll in the 401k plan or change your contribution amount. This is also a good time to update your beneficiary. Please contact Jhanella Orellana with any questions relating to your 401k. Forms can also be found on MPS as of 12/1/24. The deadline to return all enrollment and contributions change forms to 10 Moffitt Blvd Bay Shore is 12/20/24.

MEDICAL EXAMINER OFFICE HOURS UPDATE: As of January 2, 2025, Island Health Care Associates, located on Sunrise Highway in West Babylon, has extended their hours on Monday and Tuesday till 6:30pm. They will also be open Saturdays from 8am - 2pm. These hours will provide additional opportunities for you to schedule your annual physical. Island Medical, located in Medford, hours remain the same, Monday - Friday 9am - 5pm.



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 will be held on Saturday, December 14, from 8:00AM to 4:00PM at 1780 Smithtown Ave, Ronkonkoma. This class is free, and everyone is welcome. To register, please email Karen Sheehan: ksheehan@suffolkbuss.com and include your first and last name as well as your contact number. Remember, for a limited time we offer a \$1,000 bounty for every driver's referral and you will receive the referral bonus 60 days after they are assigned a bus route.



NOVEMBER SAFETY WINNERS: Margot Sproston, large bus; Estefany Contreras, van; Esther Salvatierra, DA; Wilson Agenor, Transit; Mario Braxton, ADA; William Flynn, Shop; Linda Licata, management. Congratulations!!



This week's Facebook spotlight is Jennifer Gonzalez Garcia, Swissport Road Supervisor

"Believe in yourself this December and achieve the impossible"

