

# THE BUS STOPS HERE



## Safety Newsletter

December 27, 2024



SUFFOLK TRANSPORTATION SERVICE, INC

SUFFOLK BUS CORP.



**SHOUT OUT:** The Make it Count Foundation, along with STS/SBC, met with the Suffolk County PD to share a bag full of Target gift cards to help the children in need in our community for the holidays. The children will shop with our COPE officers so that everyone can enjoy the holiday.

**INTRODUCING DAYFORCE:** 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 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.

**JANUARY REFRESHER SCHEDULE:** Classes are filling up quickly. You can register on My Parking Space, click on "MY CLASSES," click on "UPCOMING" and choose the class of your choice. **Please make sure you choose the CORRECT LOCATION - Saxon, 1780 Smithtown Ave (listed as 1849 Pond Rd) or Coram.** To be in compliance you must attend the full 2-hour class. It is courteous of your fellow employees and the instructor to be on time for the class.

January 7, 2025	Tuesday	10:00 AM	1780 Smithtown Ave.
January 8, 2025	Wednesday	10:30 AM & 5:30 PM	1780 Smithtown Ave.
January 9, 2025	Thursday	10:00 AM & 5:30 PM	Saxon
January 11, 2025	Saturday	9:00 AM	1780 Smithtown Ave.
January 13, 2025	Monday	10:00 AM & 5:30 PM	Saxon
January 13, 2025	Monday	10:30 AM	Coram
January 14, 2025	Tuesday	10:00 AM	Saxon
January 14, 2025	Tuesday	10:30 AM & 5:30 PM	Coram
January 14, 2025	Tuesday	5:30 PM	1780 Smithtown Ave.

**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, January 4, 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@suffolkbus.com](mailto:ksheehan@suffolkbus.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.

*"The new year stands before us, like a chapter in a book waiting to be written."*

