



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
OFFICE OF THE SENIOR VICE
PRESIDENT SERVICE PLANNING

Notice of Award

Temporary Data Coordinator- Service Planning Data Support Appointed/Temporary
has been awarded to G. Schaefer effective February 15, 2023.

Anthony Kingren
Senior Manager - Customer Service Strategies
JCC - 1936

POSTED: February 1, 2023

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN No.

Bids for the following *permanent* position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) February 10, 2023. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to ext. 8012 or sent via inter-office mail to MC:1421.

POSITION: RIC-8 Clerk **PERMANENT**
LOCATION Jamaica, NY
TOUR OF DUTY: 8:00 am - 4:00 pm
REST DAYS: Saturday and Sunday
RATE OF PAY: \$40.586 hourly

PRIMARY DUTIES: Audit and balance daily TSM tours relative to ticket sales and deposits. Process related reports in accordance with Company Policies and Procedures. Audit and prepare reports relative to remittances. Preparation of reports, work papers and other accounting documents pursuant to the Revenue Information and Control Department. Must have knowledge of basic Accounting Procedures, Tariff Regulations and the Instructions to Agents and Ticket Clerk.

Must qualify in keyboard skills (25 wpm). Must complete a minimum of 25 tours per day. Prepare boxes (approx. 25 pounds) to be sent to an offsite storage facility.

Other related duties.

NOTE: Bid withdrawals can only be accepted by calling us (ext. 7776) before the bulletin closes.



M. Reilly
Controller
Posted February 1, 2023

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 527

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, February 10, 2023. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

POSITION: Clerk-Typist (PERMANENT)

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$37.340

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (25 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Ed McGoldrick
Chief Engineer

POSTED: February 1, 2023

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
February 1, 2023

CHIEF TRANSPORTATION OFFICER BULLETIN NO. 02-23

TO ALL CLERICAL EMPLOYEES:

Resumes for the following APPOINTED PERMANENT position in the Office of the Chief Transportation Officer will be received by K. Hill, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 3:00 PM, on Friday, February 10, 2023.

POSITION: Secretary – Transportation Department (PERMANENT)

LOCATION: Penn Station, New York & Grand Central Madison, New York

RATE OF PAY: \$39.903 per hour

TOUR OF DUTY: 7:30 AM – 3:30 PM

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Responsible for the daily handling of all correspondence within the Office of the General Superintendent – Terminal Operations, New York, including all typing, maintenance of all records, filing and related clerical duties as may be assigned. Responsible for maintaining duty roster, must provide clerical support to the Superintendents, Penn Station Central Control Offices and Grand Central Madison Offices. Applicants applying for this position must be thoroughly trained, experienced, rapid and accurate typist. Individual must be proficient as a secretary at various committees and meetings, i.e., organize meetings, transcribe, and distribute minutes, maintain notes and records, and perform other related duties as required. Individual must be able to use Windows, Microsoft Office – Word, Excel and Access, and other software programs.

POSTED: February 1, 2023

CLOSES: February 10, 2023

THE LONG ISLAND RAIL ROAD

OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
February 1, 2023

CHIEF TRANSPORTATION OFFICE BULLETIN NO. 1-23

TO ALL CLERICAL EMPLOYEES:

Bids for the following PERMANENT position in the office of the Chief Transportation Officer will be received by Kathleen Hill, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 5:00 PM on Friday, February 10, 2023.

POSITION: Denial Clerk

LOCATION: Transportation Crew Management Services Office
Jamaica Station Building

RATE OF PAY: \$37.039

TOUR OF DUTY: 8:00 AM – 4:00 PM

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Responsible for the sorting, distributing, and filing of over 2,000 claim denials for passenger, yard and road service, and non-operating personnel weekly. Responsible for mail procedures governed by various time limits as stated in various contractual agreements. Must have knowledge of office procedures in the handling of files and other correspondence relating to Transportation Department employees. Individuals must be competent typists and proficient with Microsoft Word, Outlook, Excel, and Access. Must possess effective oral communication and interpersonal skills. Candidate must work as directed, and handle all other clerical duties as assigned. Responsible for packing and lifting boxes up to 25 pounds.

POSTED: February 1, 2023

CLOSES: February 10, 2023

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

February 1, 2023

BULLETIN NO. 1771

We are currently considering candidates for appointment to the **PERMANENT** position of **Chief Clerk – Central Manpower** in the Maintenance of Equipment Department.

Location: Hillside Maintenance Complex
Tour of Duty: Various
Relief Days: Various
Rate of Pay: \$50.151 hourly rate

Primary Duties: Candidates must have successfully completed the Central Manpower training program. Responsible for and must be knowledgeable of all contract agreements pertaining to payroll, sick leave, and Departmental and Corporate Policies and must interact with Medical and Training department and inter-departmental management as needed.

This position is responsible for the oversight of all functions pertaining to the Central Manpower Office including, but not limited to, payroll, auditing, maintenance of vacation rosters, Leaves, Hours of Service, accident reporting and all functions as considered Central Manpower duties as assigned by the Assistant Manager.

This position should be considered the "hub" of the Central Manpower Office and has the responsibility of:

-Bulletins/Awarding/Bumping for all represented positions in the M of E Department, which range from supervisors as well as unskilled employees. Maintains control over the manpower accountability for approximately 1,900 employees within Shops, yards and terminals; Generates all PARs and system update changes for employees.

-Maintains a current database of all employees, their status, location, tours, relief days, unique qualifications/skills, etc. Provide job histories and current status of employees for claims and grievances.

-Responsible for maintaining departmental force book, open job lists, Dynamic 365 application (SmartPick); coordinating employee assignments and updating all job movement in CTAMs.

-CTAMs jobs and organization map & schedule groups maintenance; job set up & org map changes for budget adjustments, new positions, rearrangements, etc.

-Facilitate abolishment/rearrangements/advertisement of positions as requested by local management. Must interact with unions, prepare, and send out notification letters to union officials outlining manpower changes, upon request.

-Monthly Force Account reporting for approximately 2,100 employees, responsible for monthly preparation and distribution of budget/advertised/actual headcount summary report for the MofE department.

-Roster maintenance and distribution for approximately 1900 craft employees. Prepare and distribute updated seniority rosters on a yearly basis for each craft.

-Assist employees and union representatives with separation process/paperwork; retirements, resignations, etc. / Generate PAR in PeopleSoft upon employee separation.

In addition, this position is responsible for all scheduling/coordinating of classes as it pertains to required training for skill jobs; welding, FI, car mover, RCE, Pulmonary Function Tests, etc.

All interested candidates should forward their resumes to Corinne Swicicki – Senior Manager, Manpower Resource Management at HMC Mail Code 3011 no later than February 10, 2023. Please include the bulletin number, service date, and current work location and phone number.

Corinne Swicicki
Senior Manager – Manpower Resource Management

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 32
QUALIFICATIONS	SAME AS JOB NO. 32

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 32
QUALIFICATIONS	SAME AS JOB NO. 32

K. WIEBER
OFFICE OF M/E MANPOWER, HMC 3011

**THE LONG ISLAND RAIL ROAD
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution**

February 1, 2023

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY
ROSTER OF CLERICAL FORCES:**

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
3334	Stockman Exception 4 Permanent	PENDING	
3335	Stockman – Various Permanent	Salvatore Rizzo	2/1/23
3336	Warehouse Person Permanent (S. Brisco)	Nicholas Calcagno	2/1/23
3337	Warehouse Person-SF-V/V Permanent (K. Boykin)	NO BIDS RECEIVED	
3338	Assistant Warehouse Person Permanent (J. Macedonia)	Anthony Teresky	2/8/23
3339	Assistant Warehouse Person WH 15 SF -Permanent Fri & Sat Relief (D. Brown)	WITHDRAWN	
3340	Assistant Warehouse Person Permanent (C. Jahkhah)	WITHDRAWN	
3341	Warehouse Person Temporary (K. Alves) 11:30 am – 7:30 pm	NO BIDS RECEIVED	
3342	Warehouse Person Temporary (M. Paesano)	WITHDRAWN	

Eric Florio

Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
February 1, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3343**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, February 10, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (N. Calcagno) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.243 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
February 1, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3344**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, February 10, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (K. Boykin) – Permanent
RE-ADVERTISED (3323, 3328 & 3337)
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$38.813 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
February 1, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3345**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, February 10, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (K. Alves) – Temporary
RE-ADVERTISED (3332 & 3341)
LOCATION: Hillside
TOUR OF DUTY: 11:30 AM – 7:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
February 1, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3346**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, February 10, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (T. Kennelly) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
February 1, 2023

THE LONG ISLAND RAILROAD
OFFICE OF THE VICE PRESIDENT
MARKET DEVELOPMENT & PUBLIC AFFAIRS

Notice of Awards

Bulletin No. 06-2022, CSS-102 Appointed/Permanent has been awarded to M. Grace Joseph effective January 18, 2023.

Gabrielle Aulicino, Manager
Customer Service Center
HSF - 3140

POSTED: February 1, 2023

LONG ISLAND RAILROAD

Bulletin 1-2023

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, February 10, 2023 at 5:00 PM.

POSITION: CSR - 103
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 38.132

TOUR OF DUTY:
Sat / Sun / Mon 2:00 PM – 10:00 PM
Thurs / Fri 8 AM – 4 PM

RELIEF DAYS: Tuesday/Wednesday

JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Railroad travel and ticket services.

WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.

- Responsible to understand all alarms and visual displays as to network and MTA service status.
- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

QUALIFICATIONS:

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino
Customer Service Manager

Posted: February 1, 2023

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-61 **Sequence:** 58

Description: USHER BULLETIN 2/61

Open: 01/18/2023 00:01 Close: 01/27/2023 17:00 Effective: 02/01/2023 00:01 Posted: 01/18/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
RUH7	USHERS	Permanent	RELIEF CREW	59507	SHY, C	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-62

Bulletin Seq: 58

Bulletin Description: USHER BULLETIN 2/62

Open: 02/01/2023 00:01

Close: 02/10/2023 17:00

Effective: 02/15/2023 00:01

Posted: 02/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0009	USHERS	Temporary	LIRR-Extra List
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Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$41.612 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
MUST COplete LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES

IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

APPLICANTS WILL BE SUBJECT TO A 2 PART EXAM THAT HAS BEEN DEVELOPED BY THE GENERAL STATIONMASTER

PART 1 LIVE ANNOUNCEMENTS AND ACTUAL USE AND UNDERSTANDING OF COMPUTER SYSTEM

PART 2 WRITTEN EXAM PASSING GRADE ON EXAM IS 75%

DURING THE COURSE OF THE 3 WEEK TRAINING PROGRAM, THE APPLICANT WILL COMPLETE A REVIEW OF ALL STATION STOPS

ALL APPLICANTS SHOULD HAVE FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

*Candidates are required to have been active LIRR employees for a minimum of six months prior to the close date of this posting.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-98 **Sequence:** 98

Description: TELEGRAPHERS BULLETIN 2-98

Open: 01/18/2023 00:01 Close: 01/27/2023 17:00 Effective: 02/01/2023 00:01 Posted: 01/18/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertis				
FT3	BLOCK OPERATOR	Permanent	BROOK		Readvertis				
TR16	BLOCK OPERATOR	Permanent	BROOK	59297	LIPARI, RL	176	BO1058	BO	LIRR
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER		Readvertis				
TR19	TRAIN DIRECTOR	Permanent	JCC TOWER	58425	FAGAN, T	147	JCBJ22	TR	JCCT
TR8	TRAIN DIRECTOR	Permanent	JCC TOWER	53643	NEBLETT, LM	100	BO1051	BO	LIRR
TR9	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertis				
WL2	BLOCK OPERATOR	Permanent	LEAD		Readvertis				
BO1047	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis				
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List	59705	LEWARS, DL	183	TX1007	BO	LIRR
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis				
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis				
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis				
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis				
PX5005	PSCC CONSOLE	Permanent	LIRR-Extra List		Readvertis				
2-5	PSCC CONSOLE	Permanent	PENN STATION CENTRAL	59691	JOO, SJ	182	TX1006	BO	LIRR
WS31	TRAIN DIRECTOR	Temporary	WEST SIDE YARD		Readvertis				
MT3011	PSCC CONSOLE	Temporary	MOVEMENT BUREAU	59144	FIERRO, A				
MT3012	PSCC CONSOLE	Temporary	MOVEMENT BUREAU	59147	CLOUGHEN, B				

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-99

Bulletin Seq: 99

Bulletin Description: TELEGRAPHERS BULLETIN 2-99

Open: 02/01/2023 00:01

Close: 02/10/2023 17:00

Effective: 02/15/2023 00:01

Posted: 02/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1047	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

Bulletin ID: TELBUL2-99

Bulletin Seq: 99

Bulletin Description: TELEGRAPHERS BULLETIN 2-99

Open: 02/01/2023 00:01

Close: 02/10/2023 17:00

Effective: 02/15/2023 00:01

Posted: 02/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

Bulletin Description: TELEGRAPHERS BULLETIN 2-99

Open: 02/01/2023 00:01

Close: 02/10/2023 17:00

Effective: 02/15/2023 00:01

Posted: 02/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
TR9	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: JCCMT1; 601AM		
	MONDAY & TUESDAY: JCCMT2; 201PM		
	WEDNESDAY: JCCMT3; 1001PM		
WL2	BLOCK OPERATOR	Permanent	LEAD
	Location LEAD TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
PX5005	PSCC CONSOLE OPERATOR	Permanent	LIRR-Extra List
	Location PSCC CENTRAL CONTROL		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$57.736 HOURLY & \$2.151 DIFFERENTIAL		
JCBJ22	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$53.034 HOURLY \$2.050 DIFFERENTIAL		
JTD12	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 6AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$58.878 HOURLY \$2.335 DIFFERENTIAL		

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

Bulletin ID: TELBUL2-99

Bulletin Seq: 99

Bulletin Description: TELEGRAPHERS BULLETIN 2-99

Open: 02/01/2023 00:01

Close: 02/10/2023 17:00

Effective: 02/15/2023 00:01

Posted: 02/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
WS31	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
	Location		WEST SIDE YARD
	Report Time		11PM
	Rest Days		TUESDAY & WEDNESDAY
	Rate Of Pay		\$50.585 HOURLY \$1.952 DIFFERENTIAL

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-36 **Sequence:** 36

Description: C/D BULLETIN 9-36

Open: 01/18/2023 00:01 Close: 01/27/2023 17:00 Effective: 02/01/2023 00:01 Posted: 01/17/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-37

Bulletin Seq: 37

Bulletin Description: C/D BULLETIN 9-37

Open: 02/01/2023 00:01

Close: 02/10/2023 17:00

Effective: 02/15/2023 00:01

Posted: 01/31/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 HOULRY & \$1.896 DIFFERENTIAL

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

**THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

DATE: February 1, 2023

BULLETIN NO. SD-03-2023

This bulletin will close **at 5:00 PM on Friday, February 10, 2023**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: LIRRStationsDeptBids@lirr.org or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

Position No. 1	Permanent	Agent (A102)
Location:		Hillside - TSM
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$50.245
Rest Days:		Wednesday/Thursday

Position No. 2	Permanent	Agent (A110)
Location:		Penn Station – SPVG AGT
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$52.670
Rest Days:		Saturday/Sunday

Position No. 3 Permanent Agent (A403)
Location: Broadway
Tour of Duty: 6:00am – 2:00pm
Rate of Pay: \$47.759
Rest Days: Monday/Tuesday

Position No. 4 Permanent Agent (A900) – *Assigned T. O'Connor*
Location: Jamaica Theatre
Tour of Duty: Monday – 10:00pm – 6:00am
 Thursday/Friday – 6:00am – 2:00pm
 Saturday – 2:00pm – 10:00pm
 Sunday – 10:00pm – 6:00am
Rate of Pay: \$50.245
Rest Days: Tuesday/Wednesday

Position No. 5 Permanent Agent (A901)
Location: Atlantic Terminal/Jamaica Theatre – SPVG/AGT
Tour of Duty: Wed/Thurs – Atlantic SPVG AGT – 6:00am – 2:00pm
 Friday – AGT– Jamaica – 2:00pm – 10:00pm
 Sat/Sun – Atlantic SPVG AGT - 2:00pm – 10:00pm
Rate of Pay: Wednesday/Thursday - Atlantic SPVG AGT - \$52.670
 Friday – AGENT – \$50.245
 Saturday/Sunday – Atlantic SPVG AGT - \$52.670
Rest Days: Monday/Tuesday

Position No. 6 Permanent Agent (AG911)
Location: Grand Central Madison - TSM
Tour of Duty: Wed/Thurs/Fri - 6:00am – 2:00pm
 Saturday/Sunday – 2:00pm-10:00pm
Rate of Pay: \$50.245
Rest Days: Monday/Tuesday

Position No. 7 Permanent Agent (AG918) – *Assigned T. Williams*
Location: Grand Central Madison - SPVG AGT/TSM
Tour of Duty: Monday/Tuesday - SPVG AGT - 2:00pm – 10:00pm
 Friday – TSM – 9:00am – 5:00pm
 Saturday/Sunday – SPVG AGT - 6:00am – 2:00pm
Rate of Pay: Monday/Tuesday - SPVG AGT - \$52.670
 Friday – TSM – \$50.245
 Saturday/Sunday – SPVG AGT - \$52.670
Rest Days: Wednesday/Thursday

AWARDS TO BULLETIN SD-02-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A303	R. Dilone	02/01/23
POSITION NO. 2	Permanent A310	R. Rampersad	02/01/23
POSITION NO. 3	Permanent A403	Re-Advertised	
POSITION NO. 4	Permanent A901	Re-Advertised	
POSITION NO. 5	Permanent AG918	T. Williams (A)	

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT

DATE: February 1, 2023

BULLETIN NO. SD-03-2023

This bulletin will close **at 5:00 PM on Friday, February 10, 2023**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: LIRRStationsDeptBids@lirr.org or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours, please call the crew dispatcher's office to inquire.

Position No. 1	Temporary	Ticket Clerk (C101)
Location:		Penn Station - CCSC
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$48.958
Rest Days:		Sunday/Monday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties and have a thorough knowledge of the Instructions to Agents and Ticket Clerk manual. Will be required to handle refunds, exchanges, group sales, ticket sales, cash, checks, credit, debit and transit benefit transactions. Process and handle ADL payments and Management adjustments. Applicant will be required to fill out late train notices and provide to customers as needed. Must be able to provide answers to train service related questions regarding tracks and departure times. This position will be required to field complaints and questions regarding the Ticket Offices, Information Desk, Lost & Found Office and Ticket Selling Machines. Incumbent must be able to record and track transactions and inquiries into Excel spreadsheet. This position must be able to facilitate the coordination of the LIRR Cares program with the Customer Service Ambassadors. Incumbent will be required to use various communication tools to communicate with co-workers. Must be able to lift full coin hoppers as part of daily routine. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must be able to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 2	Temporary	Ticket Clerk (C953)
Location:		Bethpage Facility – TSM Clerk
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$40.222
Rest Days:		Friday/Saturday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a “state report” from the TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier’s safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver’s license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers. Will be required to work as directed.

Position No. 3 Temporary Ticket Clerk (CG942)

Location: Grand Central Madison – Info Clerk/Ticket Clerk

Tour of Duty: Monday/Tuesday – Info Clerk – 10:00am – 6:00pm
Wednesday – Ticket Clerk – 6:00am – 2:00pm
Thursday – Info Clerk – 6:00am – 2:00pm
Friday – Ticket Clerk – 2:00pm – 10:00pm

Rate of Pay: Monday/Tuesday – Info Clerk – \$37.226
Wednesday – Ticket Clerk – \$40.052
Thursday – Info Clerk – \$37.226
Friday – Ticket Clerk – \$40.052

Rest Days: Saturday/Sunday

Primary Duties for Ticket Clerk and TR: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Primary Duties for Information Clerk: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 4 Permanent Ticket Clerk (C104)

Location: Penn Station

Tour of Duty: 6:00am – 2:00pm

Rate of Pay: \$40.052

Rest Days: Tuesday/Wednesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 5 Permanent Ticket Clerk (C108)

Location: Penn Station

Tour of Duty: 7:30am – 3:30pm

Rate of Pay: \$40.052

Rest Days: Saturday/Sunday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 6	Permanent	Ticket Clerk (C121)
Location:		Penn Station – Info Clerk
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$37.226
Rest Days:		Tuesday/Wednesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 7	Permanent	Ticket Clerk (C153)
Location:		Penn Station – Lost & Found Clerk
Tour of Duty:		11:30am – 7:30pm
Rate of Pay:		\$38.674
Rest Days:		Saturday/Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owner's items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess strong customer service skills to help individuals who may be stressed, anxious and upset about losing their property to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as customer side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports about lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, iPads, and iPhones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess a high degree of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process. Will be required to work as directed.

Position No. 8	Permanent	Ticket Clerk (C307)
Location:		Hempstead
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$38.438
Rest Days:		Saturday/Sunday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 9	Permanent	Ticket Clerk (C311)
Location:		Lynbrook – Ticket Clerk/STIMS
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$40.222
Rest Days:		Saturday/Sunday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must be able to use an iPad/STIMS ticket selling unit to assist customers as needed with tickets and information from various applications. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 10 Permanent Ticket Clerk (C822)

Location: Hempstead – TSM

Tour of Duty: 7:30am – 3:30pm

Rate of Pay: \$40.222

Rest Days: Wednesday/Thursday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers. Will be required to work as directed.

Position No. 11

Permanent

Ticket Clerk (C906)

Location:

Penn Station/Atlantic Avenue

Tour of Duty:

Wed/Thurs – Penn Station– 7:15am – 3:15pm
Friday - Atlantic Ave – 6:00am – 2:00pm
Saturday/Sunday - Penn Station – 7:30am – 3:30pm

Rate of Pay:

Wed/Thurs – Penn Station– \$40.052
Friday - Atlantic Ave – \$38.674
Saturday/Sunday - Penn Station – \$40.052

Rest Days:

Monday/Tuesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 12	Permanent	Ticket Clerk (C916)
Location:		Penn Station – Info Clerk
Tour of Duty:		Tues/Wed: Info Clerk – 6:00am-2:00pm Thurs/Fri: Ticket Clerk TR 6:30am-2:30pm Sat: Info Clerk 10:00pm-6:00am
Rate of Pay:		Tues/Wed: Info Clerk – \$37.226 Thurs/Fri: Ticket Clerk TR \$40.052 Sat: Info Clerk \$37.226
Rest Days:		Sunday/Monday

Primary Duties for Ticket Clerk and TR: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Primary Duties for Information Clerk: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 13

Permanent

Ticket Clerk (C994)

Location:

Hillside/ Bethpage Facility - TSM

Tour of Duty:

Wed/Thu - Hillside TSM – 7:30am – 3:30pm
Friday – Hillside TSM – 9:00am – 5:00pm
Sat/Sun – Bethpage Facility TSM – 6:00am – 2:00pm

Rate of Pay:

\$40.222

Rest Days:

Monday/Tuesday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a “state report” from the TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier’s safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver’s license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers. Will be required to work as directed.

Position No. 14	Permanent	Ticket Clerk (CG628)
Location:		Grand Central Madison - Info
Tour of Duty:		5:30pm – 1:30am
Rate of Pay:		\$37.226
Rest Days:		Monday/Tuesday

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 15 Permanent Ticket Clerk (CG941)

Location: Grand Central Madison – Info Clerk/Ticket Clerk

Tour of Duty: Monday/Tuesday –Info Clerk– 5:30pm – 1:30am
Wednesday – Ticket Clerk - 5:30pm – 1:30am
Saturday/Sunday – Ticket Clerk - 5:30pm – 1:30am

Rate of Pay: Monday/Tuesday –Info Clerk– \$37.226
Wednesday – Ticket Clerk - \$40.052
Saturday/Sunday – Ticket Clerk - \$40.052

Rest Days: Thursday/Friday

Primary Duties for Ticket Clerk and TR: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Primary Duties for Information Clerk: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 16	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 17	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 18	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 19	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 20	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 21	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 22	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 23	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 24	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 25	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 26	Permanent	Station Appearance Maintainer (GCM667)
Location:		Grand Central Madison
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$33.194
Rest Days:		Monday/Tuesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers

Position No. 27 Permanent Station Appearance Maintainer (GCM669)

Location: Grand Central Madison

Tour of Duty: 2:00pm – 10:00pm

Rate of Pay: \$33.194

Rest Days: Tuesday/Wednesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers

Position No. 28	Permanent	Station Appearance Maintainer (GCM673)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Saturday/Sunday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 29	Permanent	Station Appearance Maintainer (GCM674) <i>Assigned K. Wade</i>
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Sunday/Monday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 30	Permanent	Station Appearance Maintainer (GCM675) <i>Assigned S. Morris</i>
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Tuesday/Wednesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 31	Permanent	Station Appearance Maintainer (GCM676) – <i>Assigned C. Keller</i>
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Thursday/Friday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 32	Permanent	Station Appearance Maintainer (GCM677) – <i>Assigned T. Jenkins</i>
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Wednesday/Thursday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 33 Permanent Station Appearance Maintainer (GCM985) – *Assigned Y. Burdos*

Location: Grand Central Madison – SAM/Chief SAM

Tour of Duty: Wed/Thurs/Fri – SAM - 2:00pm – 10:00pm
Saturday/Sunday – Chief SAM - 2:00pm – 10:00pm

Rate of Pay: Wed/Thurs/Fri – SAM - \$33.194
Saturday/Sunday – Chief SAM - \$37.914

Rest Days: Monday/Tuesday

Primary Duties: Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised.

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

Position No. 34	Permanent	Station Appearance Maintainer (GCM986) – <i>Assigned M. Cirisano</i>
Location:		Grand Central Madison
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$33.194
Rest Days:		Tuesday/Wednesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 35 Permanent Station Appearance Maintainer (GCM987) *Assigned C. Shaughnessy*

Location: Grand Central Madison

Tour of Duty: 6:00am – 2:00pm

Rate of Pay: \$33.194

Rest Days: Thursday/Friday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 36	Permanent	Station Appearance Maintainer (GCM989) <i>Assigned L. McCravey</i>
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Monday/Tuesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 37	Permanent	Station Appearance Maintainer (GCM990) <i>Assigned T. Cavallo</i>
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Friday/Saturday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 38	Permanent	Station Appearance Maintainer (HGM650) – <i>Assigned D. Picart</i>
Location:		Grand Central Madison – HD SAM
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Sunday/Monday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 39	Permanent	Station Appearance Maintainer (HGM651) – <i>Assigned J. Cedeno</i>
Location:		Grand Central Madison – HD SAM
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Thursday/Friday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 40 Permanent Station Appearance Maintainer (HGM955) *Assigned M. Jurlina*

Location: Grand Central Madison – HD SAM

Tour of Duty: 10:00pm – 6:00am

Rate of Pay: \$34.515

Rest Days: Tuesday/Wednesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 41	Permanent	Station Appearance Maintainer (HMC103)
Location:		Hillside Maintenance Complex
Tour of Duty:		6:30am – 2:30pm
Rate of Pay:		\$33.194
Rest Days:		Saturday/Sunday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 42	Permanent	Station Appearance Maintainer (L901)
Location:		Massapequa Park/Seaford/Copiague
Tour of Duty:		Monday/Tuesday – Massapequa Park - 5:00am – 1:00pm Wednesday – Seaford – 5:00am – 1:00pm Saturday/Sunday – Copiague - 5:00am – 1:00pm
Rate of Pay:		\$33.194
Rest Days:		Thursday/Friday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 43	Permanent	Station Appearance Maintainer (L902)
Location:		Rockville Center/Seaford/Bellmore/Freeport
Tour of Duty:		Wednesday – Rockville Center – 5:00am – 1:00pm Thursday – Seaford - 5:00am – 1:00pm Friday/Saturday– Bellmore - 5:00am – 1:00pm Sunday – Freeport - 5:00am – 1:00pm
Rate of Pay:		\$33.194
Rest Days:		Monday/Tuesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 44	Permanent	Station Appearance Maintainer (L905)
Location:	Babylon Yard/Lynbrook/Great Neck	
Tour of Duty:	Monday – Babylon Yard – 6:00am – 2:00pm Tuesday/Wednesday – Lynbrook – 5:00am – 1:00pm Thursday/Friday – Great Neck - 6:00am – 2:00pm	
Rate of Pay:	\$33.194	
Rest Days:	Saturday/Sunday	

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 45	Permanent	Station Appearance Maintainer (RSC1)
Location:		Jamaica – SAM/Chief
Tour of Duty:		Wed/Thu/Fri – SAM - 4:00pm – 12:00am Saturday/Sunday – Chief – 4:00pm – 12:00am
Rate of Pay:		Wed/Thu/Fri – SAM - \$33.194 Saturday/Sunday – Chief – \$37.914
Rest Days:		Monday/Tuesday

Primary Duties: Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised.

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

Position No. 46 Permanent Station Appearance Maintainer (V452)

Location: Morris Park

Tour of Duty: 6:15am – 2:15pm

Rate of Pay: \$34.214

Rest Days: Monday/Tuesday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 47 Permanent Station Appearance Maintainer (V462)

Location: Babylon Yard

Tour of Duty: 6:00am – 2:00pm

Rate of Pay: \$34.214

Rest Days: Sunday/Monday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 48 Permanent Station Appearance Maintainer (V467)

Location: Cold Spring Harbor

Tour of Duty: 6:00am – 2:00pm

Rate of Pay: \$34.214

Rest Days: Thursday/Friday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 49 Permanent Station Appearance Maintainer (V492)

Location: Queens Village

Tour of Duty: 3:30pm – 11:00pm

Rate of Pay: \$34.214

Rest Days: Saturday/Sunday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 50 Permanent Station Appearance Maintainer (V914)

Location: Ronkonkoma Yard/Babylon Yard/Babylon Station

Tour of Duty: Monday/Tuesday – Ronkonkoma Yard – 6:00am – 2:00pm
Friday – Babylon Yard – 6:00am – 2:00pm
Saturday/Sunday – Babylon Station – 5:00am – 1:00pm

Rate of Pay: Monday/Tuesday – Ronkonkoma Yard – \$34.214
Friday – Babylon Yard – \$33.194
Saturday/Sunday – Babylon Station – \$33.194

Rest Days: Wednesday/Thursday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.


AWARDS TO BULLETIN SD-02-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C311	Withdrawn	
POSITION NO. 2	Temporary C922	W. Gaponoff	02/01/23
POSITION NO. 3	Permanent C115	M. Barrett-James	02/01/23
POSITION NO. 4	Permanent C912	A. James	Pending
POSITION NO. 5	Permanent C916	Jade Thomas	Pending
POSITION NO. 6	Permanent C923	A. Puzino	02/01/23
POSITION NO. 7	Permanent C961	G. Adamo	02/01/23
POSITION NO. 8	Permanent C993	C. Van-Heist Bisono	Pending
POSITION NO. 9	Permanent CG628	Re-Advertised	
POSITION NO. 10	Temporary AMB	Re-Advertised	
POSITION NO. 11	Temporary AMB	Re-Advertised	
POSITION NO. 12	Temporary AMB	Re-Advertised	
POSITION NO. 13	Temporary AMB	Re-Advertised	
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Permanent AMB	Re-Advertised	
POSITION NO. 16	Permanent AMB	Re-Advertised	
POSITION NO. 17	Permanent AMB	Re-Advertised	
POSITION NO. 18	Permanent AMB	Re-Advertised	
POSITION NO. 19	Temporary JAM119	Withdrawn	
POSITION NO. 20	Temporary L324	Michael Scott	02/01/23
POSITION NO. 21	Permanent ARCH900	R. Meuschke	02/01/23
POSITION NO. 22	Permanent GCM669	Re-Advertised	
POSITION NO. 23	Permanent GCM674	Re-Advertised	

AWARDS TO BULLETIN SD-02-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 24	Permanent GCM675	Re-Advertised	
POSITION NO. 25	Permanent GCM676	Re-Advertised	
POSITION NO. 26	Permanent GCM677	Re-Advertised	
POSITION NO. 27	Permanent GCM985	Re-Advertised	
POSITION NO. 28	Permanent GCM986	Re-Advertised	
POSITION NO. 29	Permanent GCM987	Re-Advertised	
POSITION NO. 30	Permanent GCM989	Re-Advertised	
POSITION NO. 31	Permanent GCM990	Re-Advertised	
POSITION NO. 32	Permanent H503	J. Staganelli	02/01/23
POSITION NO. 33	Permanent HC561	S. Deck	02/01/23
POSITION NO. 34	Permanent HGM650	Re-Advertised	
POSITION NO. 35	Permanent HGM651	Re-Advertised	
POSITION NO. 36	Permanent HGM955	Re-Advertised	
POSITION NO. 37	Permanent HMC112	T. Morrow	02/1/23
POSITION NO. 38	Permanent JAM133	K. Mattera	02/1/23
POSITION NO. 39	Permanent L311	J. Ciappa	02/1/23
POSITION NO. 40	Permanent V493	D. Hammond	02/1/23
POSITION NO. 41	Permanent VD100	Dwana Campbell	02/1/23

**STATIONS DEPARTMENT
NOTICE NO. 2023-10**

Date: January 25, 2023
To: Ticket Clerks and Stations Dept. Clerical Staff
From: Theresa Dorsey, Chief Stations Officer 
SUBJECT: Step-Up to Cover Supervisor Ticket Stock position

The Stations Department is seeking Ticket Clerks and clerical staff who are interested in training on the Ticket Stock Supervisor Position in Hillside Facility. This coverage is needed when the incumbent has scheduled time off that requires the position to be covered.

If you are interested in training and ultimately covering vacancies for this position please reach out to Gerard Davis (gdavis@lirr.org) no later than Friday, February 10, 2023, to be considered for training/posting and covering this position.

Some tasks/requirements for this position include but are not limited to:

- must be a qualified TVM clerk in the Stations Dept. for a minimum of one year.
- must be able to work independently
- must be able to communicate with other departments as needed.
- using the CSS ticket system.
- inventory reconciliation
- inventory re-ordering
- inventory tracking and order filling
- must have basic knowledge of operating a computer (Outlook, Excel, Word, etc.)

In addition to the above, when covering the position, the incumbent must conduct themselves in a professional, courteous manner, and maintain confidentiality with all aspects of the position.

This position requires a high level of responsibility for company assets. Candidate must have good work ethics and good organization skills.

Selection will be based on attendance and discipline records, as well as computer skills and inventory experience.

* If you have any questions, please contact any Ticket Selling Manager *

**STATIONS DEPARTMENT
NOTICE NO. 2023-09**

Date: January 23, 2023
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: **Revision to Notice No. 2022-60- GCM Direct Shuttle Service (soft launch)**


With the anticipated opening of the Grand Central Madison Terminal, we will have a “soft launch,” the actual date will be determined **SOON**. As soon as the opening date is announced all will be advised of it.

The LIRR will have train shuttle service which is going to be referred to as “Grand Central Madison Direct Service.” The shuttle service will be between Jamaica and Grand Central Madison until we officially and fully open the terminal with full train service (no date has been determined for that service yet).

All customers who want to use LIRR train service to the Grand Central Madison Terminal will need to transfer to the shuttle at Jamaica Station once we open and until further notice.

This shuttle service will only operate from approximately 6AM to **8:05 PM** weekdays and 6:30AM to 11:25PM weekends (holiday service will be determined at a later date).

Any Zone 1 ticket can be used onboard for the Grand Central Madison Terminal. Customers can use their Penn and Atlantic monthlies if they choose to try out the shuttle service.

The train shuttle times and information, will be available on the Train Time app  once an opening date is determined.

The Grand Central Madison Direct Service train shuttle schedule is attached.

Any questions please refer to any Stations Dept. Manager.

Weekday Shuttle Service - First Day TBD

EASTBOUND

		DEPART GCM	WOODSIDE	FH	KG	ARRIVE JAMAICA
Train #	9004	8:12am	EXPRESS			8:32am
Train #	9006	8:40am	EXPRESS			9:03am
Train #	9008	9:16am	EXPRESS			9:38am
Train #	9010	9:56am	10:07am	10:12am	10:14am	10:19am
Train #	9012	10:34am	EXPRESS			10:54am
Train #	9014	11:00am	11:11am	11:16am	11:18am	11:23am
Train #	9016	11:34am	EXPRESS			11:54am
Train #	9018	12:00pm	12:11pm	12:16pm	12:18pm	12:23pm
Train #	9020	12:34pm	EXPRESS			12:54pm
Train #	9022	1:00pm	1:11pm	1:16pm	1:18pm	1:23pm
Train #	9024	1:30pm	EXPRESS			1:50pm
Train #	9026	2:00pm	2:11pm	2:16pm	2:18pm	2:23pm
Train #	9028	2:30pm	EXPRESS			2:50pm
Train #	9030	2:59pm	3:10pm	3:15pm	3:17pm	3:22pm
Train #	9032	3:29pm	EXPRESS			3:49pm
Train #	9034	3:58pm	4:09pm	4:14pm	4:16pm	4:22pm
Train #	9036	4:29pm	4:40pm	N/A	N/A	4:49pm
Train #	9038	5:20pm	5:32pm	N/A	N/A	5:41pm
Train #	9040	6:24pm	6:35pm	N/A	N/A	6:43pm
Train #	9042	7:19pm	7:29pm	N/A	N/A	7:38pm
Train #	9044	8:05pm	8:16pm	N/A	N/A	8:25pm

LOCAL=Kew Gardens,Forest Hills, Woodside

Weekday Shuttle Service - First Day TBD

WESTBOUND

		DEPART JAMAICA	KG	FH	WOODSIDE	ARRIVE GCM
Train #	9001	6:17am	N/A	N/A	6:27am	6:38am
Train #	9003	7:15am	N/A	N/A	7:25am	7:36am
Train #	9005	8:16am	N/A	N/A	8:27am	8:38am
Train #	9007	9:17am	N/A	N/A	9:27am	9:38am
Train #	9009	9:50am	9:54am	9:56am	10:01am	10:12am
Train #	9011	10:17am	EXPRESS			10:37am
Train #	9013	10:45am	10:49am	10:51am	10:56am	11:07am
Train #	9015	11:15am	EXPRESS			11:35am
Train #	9017	11:45am	11:49am	11:51am	11:56am	12:07pm
Train #	9019	12:15pm	EXPRESS			12:35pm
Train #	9021	12:45pm	12:49pm	12:51pm	12:56pm	1:07pm
Train #	9023	1:15pm	EXPRESS			1:35pm
Train #	9025	1:45pm	1:49pm	1:51pm	1:56pm	2:07pm
Train #	9027	2:21pm	EXPRESS			2:41pm
Train #	9029	2:45pm	2:49pm	2:51pm	2:56pm	3:07pm
Train #	9031	3:16pm	EXPRESS			3:37pm
Train #	9033	3:49pm	3:53pm	3:55pm	4:00pm	4:11pm
Train #	9035	4:16pm	EXPRESS			4:37pm
Train #	9037	4:47pm	4:51pm	4:53pm	4:59pm	5:10pm
Train #	9039	5:20pm	EXPRESS			5:42pm

LOCAL=Kew Gardens, Forest Hills, Woodside

WEEKEND SHUTTLE SERVICE - START DATE TBD

EASTBOUND

		DEPART GCM	WOODSIDE	FH	KG	ARRIVE JAMAICA
Train #	9612	7:18AM	EXPRESS			7:38AM
Train #	9614	7:45AM	7:56AM	8:01AM	8:03AM	8:08AM
Train #	9616	8:18AM	EXPRESS			8:38AM
Train #	9618	8:45AM	8:56AM	9:01AM	9:03AM	9:08AM
Train #	9620	9:18AM	EXPRESS			9:38AM
Train #	9622	9:45AM	9:56AM	10:01AM	10:03AM	10:08AM
Train #	9624	10:18AM	EXPRESS			10:38AM
Train #	9626	10:45AM	10:56AM	11:01AM	11:03AM	11:08AM
Train #	9628	11:18AM	EXPRESS			11:38AM
Train #	9630	11:45AM	11:56AM	12:01PM	12:03PM	12:08PM
Train #	9632	12:18PM	EXPRESS			12:38PM
Train #	9634	12:45PM	12:56PM	1:01PM	1:03PM	1:08PM
Train #	9636	1:18PM	EXPRESS			1:38PM
Train #	9638	1:45PM	1:56PM	2:01PM	2:03PM	2:08PM
Train #	9640	2:18PM	EXPRESS			2:38PM
Train #	9642	2:45PM	2:56PM	3:01PM	3:03PM	3:08PM
Train #	9644	3:18PM	EXPRESS			3:38PM
Train #	9646	3:45PM	3:56PM	4:01PM	4:03PM	4:08PM
Train #	9648	4:18PM	EXPRESS			4:38PM
Train #	9650	4:45PM	4:56PM	5:01PM	5:03PM	5:08PM
Train #	9652	5:18PM	EXPRESS			5:38PM
Train #	9654	5:45PM	5:56PM	6:01PM	6:03PM	6:08PM
Train #	9656	6:18PM	EXPRESS			6:38PM
Train #	9658	6:45PM	6:56PM	7:01PM	7:03PM	7:08PM
Train #	9660	7:18PM	EXPRESS			7:38PM
Train #	9662	7:45PM	7:56PM	8:01PM	8:03PM	8:08PM
Train #	9664	8:18PM	EXPRESS			8:38PM
Train #	9666	8:45PM	8:56PM	9:01PM	9:03PM	9:08PM
Train #	9668	9:18PM	EXPRESS			9:38PM
Train #	9670	9:45PM	9:56PM	10:01PM	10:03PM	10:08PM
Train #	9672	10:18PM	EXPRESS			10:38PM
Train #	9674	10:45PM	10:56PM	11:01PM	11:03PM	11:08PM
Train #	9676	11:25PM	EXPRESS			11:45PM

LOCAL=Kew Gardens,Forest Hills, Woodside


WEEKEND SHUTTLE SERVICE - START DATE TBD

WESTBOUND

		DEPART JAMAICA	KG	FH	WOODSIDE	ARRIVE GCM
Train #	9609	6:35AM	EXPRESS			6:55AM
Train #	9611	7:06AM	EXPRESS			7:26AM
Train #	9613	7:38AM	7:42AM	7:44AM	7:49AM	8:00AM
Train #	9615	8:09AM	EXPRESS			8:29AM
Train #	9617	8:38AM	8:42AM	8:44AM	8:49AM	9:00AM
Train #	9619	9:09AM	EXPRESS			9:29AM
Train #	9621	9:38AM	9:42AM	9:44AM	9:49AM	10:00AM
Train #	9623	10:09AM	EXPRESS			10:29AM
Train #	9625	10:38AM	10:42AM	10:44AM	10:49AM	11:00AM
Train #	9627	11:09AM	EXPRESS			11:29AM
Train #	9629	11:38AM	11:42AM	11:44AM	11:49AM	12:00PM
Train #	9631	12:09PM	EXPRESS			12:29PM
Train #	9633	12:38PM	12:42PM	12:44PM	12:49PM	1:00PM
Train #	9635	1:09PM	EXPRESS			1:29PM
Train #	9637	1:38PM	1:42PM	1:44PM	1:49PM	2:00PM
Train #	9639	2:09PM	EXPRESS			2:29PM
Train #	9641	2:38PM	2:42PM	2:44PM	2:49PM	3:00PM
Train #	9643	3:09PM	EXPRESS			3:29PM
Train #	9645	3:38PM	3:42PM	3:44PM	3:49PM	4:00PM
Train #	9647	4:09PM	EXPRESS			4:29PM
Train #	9649	4:38PM	4:42PM	4:44PM	4:49PM	5:00PM
Train #	9651	5:09PM	EXPRESS			5:29PM
Train #	9653	5:38PM	5:42PM	5:44PM	5:49PM	6:00PM
Train #	9655	6:09PM	EXPRESS			6:29PM
Train #	9657	6:38PM	6:42PM	6:44PM	6:49PM	7:00PM
Train #	9659	7:09PM	EXPRESS			7:29PM
Train #	9661	7:38PM	7:42PM	7:44PM	7:49PM	8:00PM
Train #	9663	8:09PM	EXPRESS			8:29PM
Train #	9665	8:38PM	8:42PM	8:44PM	8:49PM	9:00PM
Train #	9667	9:09PM	EXPRESS			9:29PM
Train #	9669	9:38PM	9:42PM	9:44PM	9:49PM	10:00PM
Train #	9671	10:09PM	EXPRESS			10:29PM
Train #	9673	10:38PM	10:42PM	10:44PM	10:49PM	11:00PM

LOCAL=Kew Gardens, Forest Hills, Woodside

**STATIONS DEPARTMENT
NOTICE NO. 2023- 07**

Date: January 17, 2023
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Subject: Recording Attendance at Kronos Clocks

All employees are expected to arrive on time and ready for the workday.

- Employees are required to swipe in and out when working.
- All locations have functioning Kronos Clocks – if the clock doesn't work employees must advise their supervisor so their time can be recorded, and the clock can be repaired.

Effective immediately, the following changes will be implemented:

- Employees that fail to swipe will not be compensated for the day unless their attendance is verified by their supervisor. Supporting documentation is required if applicable, such as GPS records or an EOT report.
- Employees that swipe in late or swipe out early will be docked and points will be assessed for a late start or early quit.
- Any employee that needs to leave the property before their tour is over must notify their supervisor and the crew dispatcher office before swiping out.
- Employees who are on a late LIRR train, must provide the train number to their supervisor for verification and timecard adjustment.
- Employees who forget to swipe must immediately notify their supervisor.

LOST ACCESS CARD

If an employee loses their access card, they must immediately inform their supervisor and the Pass Office. The access card will be disabled and an appointment to receive a replacement pass must be made. Appointments should be made on personal time, if that is not possible prior approval from their supervisor is needed before making the appointment. The Pass Office can be reached at 718-558-3049. There is a fee for a replacement card that must be paid by check or money order.

Attachments:

- LIRR Multi-Year Identification and Facility Access Card (OOS-006)
 - Lost/Stolen Property Affidavit, Attachment B for policy OOS-006
- Biometric Time Reporting (11-069)
- Vehicle Operations Policy (ENG-008)
- Stations Department Notice Number 2022-12 “Usage of LIRR Issued Identification & Access Card”

All Agency Policy Directive

BIOMETRIC TIME REPORTING

Policy Number	Responsible Department	Effective Date	Page
11-069	Employee Relations	December 18, 2019	Page 1 of 6

I. PURPOSE

The purpose of this policy is to set forth the biometric time reporting and attendance system (“biometric system”) practices at the Metropolitan Transportation Authority (“MTA”) and its subsidiary and affiliate agencies.

II. OBJECTIVE

The objective of this policy is to establish general guidelines for the use of the biometric system to report time and attendance for all classes of employees of the MTA and its subsidiary and affiliate agencies, as listed in the “Scope” section below, and to ensure that all employees understand their obligation to use the biometric system to report time.

III. SCOPE

This policy applies to all employees of the MTA including the following subsidiary and affiliate agencies: the Long Island Rail Road (“LIRR”), MTA Capital Construction Company (“CCC”), the Triborough Bridge & Tunnel Authority (“TBTA”), MTA Bus Company (“MTABC”), Metro-North Commuter Railroad Company (“MNR”), the New York City Transit Authority (“NYCTA”), including the Manhattan and Bronx Surface Transit Operating Authority (“MaBSTOA”) and the Staten Island Rapid Transit Operating Authority (“SIRTOA”), and any future subsidiary or affiliate entity of the MTA (collectively known as “MTA Agencies” or “MTA”).

IV. DEFINITIONS

Employee Identification: An agency-issued ID card, personal ID number, or other means of identifying an employee, used at a Biometric System Device in conjunction with a Biometric Scan to authenticate an employee’s identity.

Biometric Scan: The process by which an employee’s distinctive, measurable, physiological characteristic information provided during enrollment and converted to numeric code, is read for purposes of authenticating the employee’s identity.

All Agency Policy Directive

BIOMETRIC TIME REPORTING

Policy Number	Responsible Department	Effective Date	Page
11-069	Employee Relations	December 18, 2019	Page 2 of 6

Biometric System Device: Any MTA approved device incorporating a Biometric Scan to authenticate an employee’s identity for purposes of recording work time.

Device Group: A definitive group of Biometric System Devices to which each employee is assigned for the purpose of recording their work time.

Employee: Any individual on the payroll of any of the MTA Agencies.

Manager/Supervisor: An Employee who is responsible for controlling or administering all or part of an employee’s time reporting processes.

Meal Period: An approved time interval during the workday designated for a meal in accordance with Agency hours.

Non-Represented Employee: An employee who is not represented by a labor union and whose benefits, compensation, and other terms and conditions of employment are not determined through a labor agreement.

Overtime Eligible: An Employee eligible for overtime pursuant to applicable law or labor agreement.

Overtime Ineligible: An Employee not eligible for overtime.

Paying Agency: The agency that is responsible for issuing an Employee’s pay.

Payroll Period: The regular recurring time interval, determined by each agency and /or labor agreement(s), for which an employee is paid.

Paid Workday: The paid hours of a Scheduled Workday as established by an Employees’ Paying Agency, employment offer letter, and/or labor agreement in accordance with Agency hours.

Represented Employee: An Employee who is represented by a labor union and whose benefits, compensation, and other terms and conditions of employment, are determined through a labor agreement.

All Agency Policy Directive

BIOMETRIC TIME REPORTING

Policy Number	Responsible Department	Effective Date	Page
11-069	Employee Relations	December 18, 2019	Page 3 of 6

Scheduled Workday: The paid and unpaid hours of the workday as scheduled or assigned by an Employee’s manager, supervisor and/or pursuant to a labor agreement. Scheduled Workdays may vary in accordance with the Working Agency’s operational and business needs and Agency hours.

Scheduled Work Week: An Employee’s weekly work schedule comprised of paid work hours and a paid or unpaid Meal Period in accordance with Agency hours.

Working Agency: The MTA agency where the employee performs their normal and routine duties.

V. POLICY

A. BIOMETRIC REGISTRATION

MTA Employees are required to enroll in the biometric system and, when notified, begin using their designated Biometric System Device as instructed.

B. RESPONSIBILITIES

- i. Employees are required to follow the procedures of this policy and use their designated Biometric System Device to record their attendance as instructed unless otherwise authorized by their Manager/Supervisor.
- ii. If an Employee reports to work without their Employee Identification registered for use at a Biometric System Device, that Employee must report the occurrence to their Manager/Supervisor as soon as possible. The Manager/Supervisor will determine what action, if any, to take and document both the occurrence and any action taken.
- iii. When an Employee Identification is not recognized by the Employee’s designated Biometric System Device, the Employee must notify their Manager/Supervisor as soon as possible. When an agency-issued ID card, which is used as Employee Identification at a Biometric System Device, is damaged, lost, or stolen, the Employee must notify their Manager/Supervisor as soon as possible and initiate action to obtain a replacement card in accordance with the issuing agency’s applicable policy and procedure.

All Agency Policy Directive

BIOMETRIC TIME REPORTING

Policy Number	Responsible Department	Effective Date	Page
11-069	Employee Relations	December 18, 2019	Page 4 of 6

- iv. Employees are required to follow the policies, procedures, and rules of their Working Agency’s governing time and attendance, leave policies and/or labor agreements wherever applicable.
- v. Any Employee who fails to adhere to any of the provisions of this policy including, but not limited to, providing the necessary information for a Biometric Scan, may be subject to disciplinary action up to and including termination.

VI. PROCEDURES

A. PROVIDING EMPLOYEE IDENTIFICATION TO REPORT TIME.

- i. Employees must use their Employee Identification and provide a Biometric Scan at their designated Biometric System Device at the start and end of each scheduled period of work unless otherwise authorized by their Manager/Supervisor.
- ii. If an Employee’s designated Biometric System Device is malfunctioning or their Employee Identification or Biometric Scan is not accepted by the device, the employee must notify their Manager/Supervisor of the matter as soon as possible. The Manager/Supervisor will determine the necessary action(s) for the issue to be properly addressed, which may include the use of an alternate Biometric System Device until the problem with their designated device is resolved. If an alternate device is unavailable, the Employee must follow their Working Agency’s timekeeping practices to record their time.
- iii. Employees who forget to use the Biometric System Device, as required, must notify their Manager/Supervisor as soon as possible. The Manager/Supervisor will record the incident and take appropriate action for timekeeping purposes.
- iv. Employees who accumulate multiple failed Employee Identification attempts and/or failed or missed Biometric Scans that are not related to device error or malfunction, may encounter timekeeping discrepancies and/or may be subject to disciplinary action, up to and including termination.

All Agency Policy Directive

BIOMETRIC TIME REPORTING

Policy Number	Responsible Department	Effective Date	Page
11-069	Employee Relations	December 18, 2019	Page 5 of 6

B. MEAL PERIOD PROCEDURES AND USAGE OF BIOMETRIC SYSTEM DEVICES.

- i. Employees who are Overtime-Eligible and receive an unpaid Meal Period are required to use Biometric System Devices to record the beginning and the end of their Meal Period unless their Paying Agency’s timekeeping practices dictate otherwise.
- ii. Employees who are required to use the Biometric System Device to record their Meal Period are prohibited from recording meal periods for less than their entitled time designated for a meal, unless otherwise approved by their Manager/Supervisor.
- iii. Employees who are required to use the Biometric System Device to record their Meal Period, and who exhibit a pattern of failing to use the device to record the beginning and end of their Meal Period for any reason, other than device error/malfunction, will be notified by their Manager/Supervisor, in writing, that continuance of such pattern may result in appropriate disciplinary action, up to and including termination.
- iv. Employees who are unsure of their Paying Agency’s Meal Period practices should contact their Working Agency’s human resources department for clarification.

C. WORK LOCATIONS WHERE BIOMETRIC SYSTEM DEVICES ARE UNAVAILABLE.

Employees who are unable to access a designated or alternative Biometric System Device to record start/end times are required to adhere to their Working Agency’s timekeeping policy as instructed by their department head or designee.

D. EMPLOYEES WORKING REMOTELY.

Employees who are approved to work remotely are required to adhere to their Working Agency’s attendance and/or timekeeping policy and/or other duly authorized agreements to record work time, as instructed by their department head or designee.

All Agency Policy Directive

BIOMETRIC TIME REPORTING

Policy Number	Responsible Department	Effective Date	Page
11-069	Employee Relations	December 18, 2019	Page 6 of 6

E. EMPLOYEES MUST USE THE BIOMETRIC SYSTEM DEVICE AS INSTRUCTED ONLY FOR THEIR OWN TIME REPORTING.

- i. Under no circumstances may an Employee use a Biometric System Device to report another Employee's time.
- ii. Any Employee found to be using a Biometric System Device for purposes other than those set forth in this Policy and Procedure, may be subject to disciplinary action, up to and including termination.

F. IF ANY PROVISION OF THIS POLICY AND PROCEDURE CONFLICTS WITH THE TERMS OF A VALID COLLECTIVE BARGAINING AGREEMENT ("CBA"), THE CBA WILL GOVERN.

G. PRIVACY STATEMENT

The Biometric Scan information provided during enrollment is requested pursuant to the New York State Public Authorities Law for the purpose of, and will be used for, recording attendance for employees of the MTA or its subsidiary or affiliated agencies. The numeric code generated from the Biometric Scan information is stored in a proprietary database for which the MTA Information Technology Department is responsible.

VII. POLICY LIFECYCLE MANAGEMENT

This Policy Directive will be reviewed every three (3) years and revised as necessary. As with all MTA policies, MTA reserves the right to modify or rescind this Policy Directive at its sole discretion at any time.

**STATIONS DEPARTMENT
NOTICE NO. 2022- 12**

Date: March 23, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer
Subject: Usage of LIRR Issued Identification & Access Card

As a reminder, LIRR corporate policy LIRR Multi-Year Identification and Facility Access Card (OOS-006) states "All employees and authorized personnel must visibly display (face-out) their valid LIRR identification credentials. ID credentials must be presented on demand". A Transportation Pass is not a valid form of identification. Your access card must be used not only for all identification purposes, but for access to all facilities and company vehicles, and since 2021, to record your attendance at Kronos clocks. The Biometric Time Reporting policy states that employees must record their attendance for both straight and overtime tours. The following policies must be followed:

1. LIRR Multi-Year Identification and Facility Access Card [OOS-006]
2. Biometric Time Reporting ([11-069])
3. Vehicle Operations Policy [ENG-008] (*applies only to employees required to operate LIRR vehicles*)

Lost Passes: Notify your supervisor and the Pass Office as soon as possible. Your access would need to be disabled and an appointment to receive a replacement pass must be made. The appointment should be made on your own time. If that is not possible due to your shift, get pre-approval from your supervisor prior to making the appointment. The Pass Office can be reached at 718-558-3049. There is a fee for a replacement card, and cash will not be accepted.

Kronos Clock Issues/Access Card Malfunctions: These must be immediately reported to your supervisor so that immediate action can be taken to remedy the situation.

Attachments:

- LIRR Multi-Year Identification and Facility Access Card (OOS-006)
 - Lost/Stolen Property Affidavit, Attachment B for policy OOS-006
- All Agency Biometrics Policy
- Vehicle Operations Policy (ENG-008)

If you have any questions, please contact your manager

**LIRR MULTI-YEAR IDENTIFICATION AND
FACILITY ACCESS CARD**OOS-006

I. PURPOSE

The purpose of this Corporate Policy & Procedure (Policy) is to establish the process over the issuance and usage of the Metropolitan Transportation Authority (MTA) Long Island Rail Road (LIRR) Multi-Year Identification and Facility Access Card (ID/Access Card).

II. SCOPE

This Policy applies to all employees of the LIRR, to any Third Party contracted by the LIRR and to authorized visitors to the LIRR. (**Note:** MTA as used herein refers to the MTA and all agencies of the MTA other than the LIRR).

III. DEFINITIONS**A. LIRR Approved Vest**

The LIRR Approved Vest is used to identify LIRR employees and contractors working in areas indicated in Section V.A.1. below. It must comply with the procurement specifications established for High-Visibility Vests, for use as Personal Protective Equipment/Identification, in accordance with industry standards and LIRR Corporate Policies.

IV. ESSENTIAL FUNCTIONS**A. Office of Security/Pass Office**

1. Administer and enforce this Policy.
2. Review and process all requests for employee and non-employee ID/Access cards and all requests for facility access, suspension and/or deletion.

B. Human Resources

1. Ensure compliance with all applicable policies regarding separation of employment, address specific property management requirements and administer procedures for departments to follow when a separation occurs.

C. Department Heads

1. Ensure that all employees within the department are aware of and in compliance with this Policy.
2. Ensure that records of all security related property distributed to department employees are maintained and that all security related property is returned to the LIRR upon an employee's separation from service or reassignment to a different department/agency.
3. Notify the Office of Security (OOS) – Corporate Security Unit (officeofsecurity@lirr.org) immediately of all employee transfers out of their department.

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4. Notify the OOS – Corporate Security Unit (officeofsecurity@lirr.org) of all newly transferred employees entering into their department and request sufficient access rights for newly transferred employees to effectively complete their tasks.
5. Review and approve all security access requests for employees within their department.
6. Review and approve all security access requests and provide background checks for contracted vendors.
7. Secure authorized signature for the specific door access.

D. Employees

1. All employees are expected to comply with rules set forth in this Policy. Employees who fail to comply with the security responsibilities included in this Policy may be subject to disciplinary action, up to and including termination.

V. PROCEDURE**A. Multi-Year Identification and Facility Access Cards (ID/Access Card)**

Multi-Year Identification and Facility Access Cards are valid for a 7-year period or as noted by the expiration date on the front of the ID card.

1. Employees

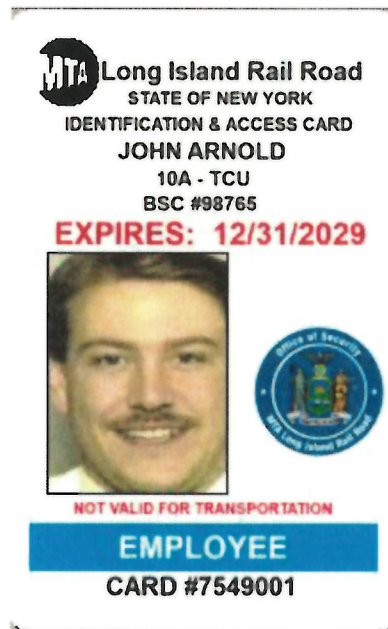
- a. All employees and authorized personnel must visibly display (face-out) their valid LIRR identification credentials. ID credentials must be presented on demand.
- b. All employees are required to obtain an ID/Access Card and are provided with standard door access. See LIRR OOS Webpage - "Access Control Form" which lists the locations classified as standard. Employees requiring access to locations not included in the standard classification must complete and submit an Access Control Form (Attachment A).
- c. An employee's access will be suspended in the case of a disciplinary suspension for more than thirty (30) days and/or access will be suspended immediately at the discretion of the OOS / Department Head level.
- d. Uniformed Train crews are not required to wear their LIRR ID in the course of their on-board duties on a revenue train but must possess credentials and display upon demand. They must display their LIRR ID at all other times while on-LIRR property.
- e. Non-Uniformed LIRR Conductors, Assistant Conductors, Locomotive Engineers and Student Locomotive Engineers must wear respective "Passenger Conductor Certificate, Passenger Assistant Conductor Certificate or Locomotive Engineer Certificate and/or Student Locomotive Engineer Certificate" while operating on board trains along with their LIRR ID Card and at all other times while on LIRR Property.
- f. All LIRR employees on or off duty, on or about the right-of-way or in yards, maintaining or repairing vehicle crossings at grade, working near highway vehicle

traffic or working in designated “high-visibility” areas are required to wear the LIRR Approved Vest in conjunction with their ID/Access Card.

- g. Employees should challenge the identities of persons on the property whom they do not know. Employees challenging the identities of others must ensure that their credentials are visible in compliance with this Policy. This also pertains to uniformed train crews challenging other crewmembers they may not know.
- h. Employees must ensure that their ID/Access Card photo is not over 7 years old. The OOS – Corporate Security Unit will send reports to Department Heads listing employees with photos over 7 years old for departmental level action.
- i. The OOS – Corporate Security Unit will update photographs throughout the year. Updated photographs will be used on the next issued ID/Access Card.
- j. Employees must surrender their old ID/Access Card when a new ID/Access Card is issued.

Valid ID/Access Cards

Employee Identification & Access Card



2. Contractors

Contractors will be issued a Non-Employee Identification & Access Card on an as requested basis subject to approval by the OOS. Department Heads must submit background verifications conducted on contracted individuals prior to issuance of the Identification & Access Card.

a. Non-Employee Identification & Access Card



- b. All LIRR contractors on or about the right-of-way or in yards, maintaining or repairing vehicle crossings at grade, working near highway vehicle traffic or working in designated “high-visibility” areas are required to wear the LIRR Approved Vest in conjunction with their ID/Access Card or Employer ID Card as approved in the Site Security Plan. The LIRR Approved Vest for Contractors will clearly state “Contractor” and will not include any LIRR logos. In addition, Contractors shall carry all identification as required by contract and/or LIRR requirements (i.e., ROW Training Card)

B. Lost and Stolen ID/Access Cards

- 1. Employees are responsible for the safeguarding and proper use of their ID/ Access Card.
- 2. Employees must immediately notify the OOS (718) 558-8200 of lost or stolen ID/Access Cards. The OOS will ensure that appropriate precautionary measures are taken in order to expeditiously secure the access rights and privileges of the lost or stolen card. To

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obtain a replacement ID/Access Card, a Lost/Stolen Property Affidavit must be submitted (Attachment B).

3. Lost ID/Access Card - A \$25.00 non-refundable penalty fee will be imposed for each loss of an ID/Access Card. The second loss of a ID/Access Card within a calendar year will also result in the suspension of free transportation privileges for one year from the date the employee surrenders his/her transportation pass. Each subsequent loss within the same calendar year will extend the suspension of free transportation privileges for one year from the date of the reported loss.
4. Stolen ID/Access Card - An official police report must be filed and the report number must be provided for a stolen ID/Access Card. There is no penalty for a stolen card.
5. When using ID/Access Cards for electronic access, employees must take special care not to allow unauthorized persons to follow them into the facility.

C. Requests for Additional Access

1. Prepare the "Access Control Form" checking the appropriate category and specifying the building and exact Reader ID for which access is being requested. (Reader ID can be found on the OOS intranet web page "Access Control Form".) In addition to all relevant categories, the "Justification for Access" MUST be completed.

D. Valid LIRR Identification Credentials for Access to LIRR Property

1. *The LIRR ID/Access Card is the only valid credential for authorizing the identified person access to LIRR Property. A LIRR Transportation Pass is not a valid form of ID for building access. Person(s) should not be granted access to LIRR property/facilities solely on the basis of wearing a LIRR uniform or any other LIRR attire such as a hardhat, safety/security vest, LIRR Approved Vest, LIRR parka, etc. or having a LIRR business card, LIRR paycheck, LIRR keys, etc. Although these items assist in identifying an employee, all employees must display/present their LIRR ID/Access Card to gain property/facility access.*

V. RELATED CORPORATE POLICIES AND PROCEDURES

- OOS-001 - LIRR Transportation Pass
- OOS-002 – LIRR Employee & Authorized Personnel Security Responsibility
- P-REC-003 - Employee Status Changes
- OOS-003 – Protocol for Responding to Unattended Packages and/or Suspicious Behaviors on the Property
- OOS-004 – Request for Electronic Information – Office of Security
- OOS-005 – Installation of Security Devices

VI. FORMS AND ATTACHMENTS**Attachment A – Access Control Form - Form OOS.006.01****Attachment B – Lost/Stolen Property Affidavit - Form OOS.001/OOS.006.02**

VII. REVISION TRACKING

June 2012 – New

November 2013 - Revised to add the implementation of a new LIRR Approved Vest.

February 2017 – Revised to Update Sample Non-Employee ID/Access Card

December 2018 – Revised to Update Sample Employee ID/Access Card and Sample Non-Employee ID/Access Card

March 2020 – Revised to Update Sample Non-Employee ID/Access Card

February 2021 – Revised to Update Sample LIRR Employee Identification & Access Card and Non-Employee ID/Access Card

Lost/Stolen Property Affidavit

Section I: General (Select One) Lost Stolen

Pass Type: ID/Access Card – Please select one: _____

Transportation Pass – Please select one: _____

Section II: Employee/Contractor/Consultant/Other Agency Information

Last: _____ First: _____ Employee #: _____

Title: _____

Associate Agency Applicants Only:

Agency/Company Name: _____

Authorized Dept/Agency Principal Signature: _____

Section III: Spouse/Domestic Partner/Dependent/Student Information

Last: _____ First: _____ Relationship: _____

Section IV: Certification

1. I hereby certify that on or about _____, ID/Pass Number _____ issued on my behalf in the name of _____ was _____.
2. I understand it is Long Island Rail Road policy to charge a non-refundable \$25 penalty fee for a replacement **LOST** Transportation Pass. I also understand that, should I lose the duplicate Transportation Pass, my Transportation Pass privileges will be suspended for the remainder of the pass validation year. I also understand that a \$25.00 non-refundable penalty fee will be imposed for each loss of an ID/Access Card. The second loss of my ID/Access Card within a calendar year will also result in the suspension of my free transportation privileges for one year from the date I surrender my transportation pass. Each subsequent loss within the same calendar year will extend the suspension of my free transportation privileges for one year from the date of the reported loss.
3. I agree and understand that I am required to immediately return my _____ to the LIRR Pass Office in the event that it is, at any time, recovered.
4. For Stolen ID/Passes Only: Police Report # _____ was filed substantiating this Affidavit.
5. I further understand that a false statement on this affidavit would subject me to internal disciplinary procedures and that this affidavit is additionally subject to penalties of perjury.

Describe circumstances leading to Lost/Theft:

Employee/Contractor/Consultant Signature

Date

Spouse/Domestic Partner/Dependent/Student Signature

Date

Sworn to before me this _____ Day of _____, Year: _____

Receipt #: _____

___ Cash ___ Check ___ Money Order

Notary Stamp/Seal/ID#



I. PURPOSE

The purpose of this Corporate Policy and Procedure is to set forth the MTA Long Island Rail Road (LIRR) Vehicle Operations Policy (Policy) regarding authorized employee use of LIRR owned/leased passenger and work vehicles (Vehicles) and personal vehicles for LIRR business.

II. SCOPE

This Policy applies to all LIRR employee drivers/operators who use LIRR Vehicles on public or private roads on a daily or intermittent basis. This Policy also covers employees, maintenance vendors and contractors and consultants who use their personal vehicles to conduct LIRR business.

III. DEFINITION

A. **Automated Vehicle Location Monitoring System (AVLM)** - The AVLM system is a technology allowing LIRR user Departments to have real-time information regarding Vehicles being utilized by their departments including, but not limited to location, operation, driver and Vehicle information. AVLM also provides critical information necessary for improving LIRR dispatching capability.

IV. ESSENTIAL FUNCTIONS

A. **Engineering**

1. Provides oversight and manages compliance with the Policy.
2. **Safety Compliance Administrator (SCA)**
 - a. Perform driver's license audits utilizing License Monitoring Inc. (LMI) and AVLM systems.
 - b. Periodically review information from the AVLM system to ensure compliance with various federal, state, and local driving licensing requirements.
 - c. Provide guidance and retain all Federal and State mandated reports as required by current regulation.
 - d. Notify senior management of major motor vehicle accidents and investigations as reported by Departments supervisors on a monthly basis.
 - e. Provide monthly accident activity summary to LIRR Reporting Officer for inclusion in the President's Monthly Safety Report.
 - f. In accordance with Federal regulations, the SCA must maintain a file on every driver.
 - g. On an annual basis, coordinate driver qualification license review.
 - h. Provide Department Coordinators with the Employee Acknowledgement Form - (Attachment B)
 - i. Maintain database of all MVA's for the LIRR.



3. Vehicle Fleet Office (VFO)

- a. Receive all applicable documentation related to Vehicle defects as reported by drivers.
- b. Remove from service any Vehicle with defect(s) affecting safe operation and arrange for repairs as needed.
- c. Maintain a list of Department Coordinator(s) for each Department, to be reviewed and confirmed annually.
- d. Perform annual verification review and approval of employees monitored in LMI.
- e. Communicate requirement of Department Coordinators and applicable employees to request access to the current AVL system. Provide access based on approvals from Department Heads.
- f. Perform periodic reporting relative to Vehicle idling and forward to Department Coordinators to ensure compliance with the Policy.
- g. **On an annual basis**, work with Departments and Human Resources to determine which employees should be monitored via LMI or whether they should be performing Instant Checks on licenses prior to employee(s) driving.
- h. Coordinate towing of Vehicles involved in accidents, as needed.
- i. Retain Vehicle maintenance records.

B. Corporate Safety

- 1. Provide reporting to senior management in compliance with federal, state and local regulations, LIRR corporate policies and Metropolitan Transportation Authority (MTA) requirements.

C. Employee Training & Corporate Development (Corporate Training)

- 1. Develop and provide all training programs deemed necessary by the Policy, including but not limited to relating to laws, regulations and corporate policies related to Vehicle idling and proper Vehicle use and operation.
- 2. Communicate safety standards to all drivers/operators of LIRR Vehicles and employees and vendors authorized to use their personal vehicles to conduct LIRR business.
- 3. Communicate training schedules to Departments.
- 4. Determine and document when an employee has been provided sufficient training to pass the Commercial Drivers License (CDL) written test and road test administered by the New York State Department of Motor Vehicles (DMV).

D. Human Resources

- 1. Check driving records of employees and new hires in positions requiring a driver's license.
- 2. On an annual basis, work with VFO and Departments to determine which employees should be monitored via LMI and/or whether they should be performing Instant Checks on licenses prior to employee(s) driving.



E. LIRR Medical Facility (Medical):

- a. Review or complete Medical Examination Report Form (for Commercial Driver Medical Certification) for employees whose position requires them to hold a Commercial Driver's License (CDL).
- b. Inform department of approval, denial, or need for corrections regarding Medical Examination Report Form (for Commercial Driver Medical Certification).
- c. Maintain copy of Medical Examination Report Form (for Commercial Driver Medical Certification) in employee medical charts.
- d. Refer to MED-005 Alcohol & Substance Abuse Policy for further specifics regarding departmental responsibilities.

F. Law Department's Claims Bureau (Claims)

1. Obtain original documents from SCA and maintain Claims' data files pertaining to accident/incident activity.
2. Report accident to LIRR auto insurance carrier.
3. Coordinate with auto insurance carrier for necessary additional investigation, documentation and statements of employees involved.
4. Coordinate with Corporate Safety in the event of an accident/incident.

G. Department Heads/Designees

1. On a periodic but no less than annual basis, discuss and coordinate policy issues on a departmental level. Topics include but are not limited to procedure, timing, documenting, reporting, monitoring, review, and follow-up of Vehicle Idling. Communicate to employees to ensure compliance with NYC and NYS Vehicle Idling laws. Any trends identified by Departments should be discussed and used by VFO in developing a strategy to address potential issues.
2. Assign Department Coordinator(s) whose responsibilities include but are not limited to be familiar with the Policy and notify VFO of employee(s) name(s). Depending on the size and/or structure of the department, this may include one or several employees at various levels.
3. Approve access requests to AVL and forward to VFO.
4. Implement any required changes to Internal Control procedures according to Policy requirements.

H. Department Supervision Notify the SCA of all motor vehicle related accidents/incidents.

1. Utilize AVL reports including, but not limited to, failure to swipe and vehicle idling reports to address any non-compliance with idling over the NYC and NYS Vehicle Idling Laws.
2. Review employees being tracked in LMI for any changes and provide concurrence to Department Coordinator(s).
3. Notify the Claims Bureau at 717-558-8292 if accident involves serious injury, fatality



or extensive property damage.

4. Coordinate vehicle towing with VFO, if required.
5. Complete accident forms and submit to the VFO, SCA and Claims.
6. Ensure Employee Acknowledgement Forms (Attachment B) are submitted to SCA.

I. Department Coordinator(s)

1. Ensure drivers in their Departments who require training as determined by Human Resources and Corporate Training receive the necessary driver training.
2. Coordinate required distribution of documentation, including but not limited to Pre-Trip Work Vehicle Inspection Forms (TC-01) and insurance cards.
3. Request access to AVL system via Department Head/Designee email approval to VFO.
4. Ensure eligible employees are receive AVL automatic notification e-mails including any failure to swipe and vehicle idling over the limit. Maintain the list of eligible employees and immediately advise via email to VFO any changes to the list.
5. Run reports to monitor and review driver swipes and vehicle idling and other relevant information available in the current AVL system and provide to management within their department and Engineering, as applicable.
6. On an annual basis, work with VFO and Human Resources to determine which employees in their department should be monitored via LMI or whether they should be performing Instant Checks on licenses prior to employee(s) driving.
7. Ensure that vehicles are serviced and inspected based on the schedule provided by VFO.
8. Ensure CDL drivers receive U.S. Department of Transportation (DOT)-required physical examinations timely and at the required intervals, as required to maintain their CDL driver status. Physical examination result records must be provided to LIRR Medical as soon as received.

J. Employees

1. Become familiar with their responsibilities as described herein.
2. Operate Vehicles in compliance with the Policy and all applicable federal, state and local laws and regulations and with the LIRR Vehicle Operation Safety Program, including but not limited to General Safety Rules for Motor Vehicles.
3. Immediately report any Vehicle defects to the VFO.

V. PROCEDURES - GENERAL

A. Driver Selection and Requirements

1. General

There are several classes of Vehicles that an employee with a valid driver's license can be assigned to operate for which the employee must be qualified. Employees with a valid driver's license are automatically qualified for any lighter class vehicle

e.g., an employee qualified to drive a truck is also qualified to drive pick-ups, but not tractor-trailers. (Refer to CP&P ENG-005, LIRR Passenger and Work Vehicle Assignment and Use).

2. Driver Criteria

In order to qualify to operate a Vehicle, an employee must:

- a. Have a valid state driver's license and meet other applicable license requirements depending on the type of vehicle being operated and/or his/her position.
- b. Complete the Disclosure and Authorization for Release of Motor Vehicle Record (MVR) Information Form (**Attachment C**) and return to his/her Department Coordinator.
- c. Operate all vehicles in compliance with the Policy and all applicable federal, state and local laws and ordinances and the General Safety Rules for Motor Vehicles.
- d. No person shall operate a LIRR vehicle if there has been a change in Driver License status that restricts driving privileges, unless the operation of the LIRR vehicle complies with such restrictions. Persons with such restrictions may be deemed to be unqualified to hold any position which requires the operation of LIRR vehicles.
- e. The LIRR may require any person using an LIRR vehicle to take the Defensive Driving Course and/or Enhanced Driver Training at any time.
- f. Employees who hold or whose position requires the potential to hold a CDL must pass a bi-annual (every two years) medical exam (or sooner if medically required) and provide satisfactory documentation to Medical indicating that they are medically qualified to operate a Commercial Vehicle and that the driver has met all physical qualifications required to drive the class of motor vehicle needed to perform their responsibilities. This exam must be performed by a Federally Registered Physician (i.e., by a physician on the FMCSA's National Registry of Certified Medical Examiners) or by Medical. Documentation of completion of this exam and the results must be approved by the LIRR/MTA OHS Assistant Medical Director. Drivers who fail to complete the medical exam in the required time frame will be disqualified from their driving position by Medical with concurrence from their Department Head. This disqualification remains in effect until they pass said exam and their documentation is approved. LIRR reserves the right to require examination on a more frequent basis than required by CDL regulations.
- g. Attend and complete all required training applicable to the Vehicle(s) they operate.

B. Driver Training

1. Department Coordinators are responsible for ensuring identified drivers receive required training as determined by Corporate Training for the Vehicles they operate.
2. There are several classes of vehicles for which operation requires minimum qualification. Corporate Training [and/or Departmental Supervision] will provide driver training on each class of Vehicle and employees shall receive applicable training.



3. Corporate Training will provide instruction on the use of any special machinery or equipment that is part of or mounted on the Vehicle for which the driver is qualified to drive.
4. Defensive Driving Course and Enhanced Driver Training: All LIRR employees classified as authorized drivers by their department whose jobs require them to operate any Vehicle are required to attend the National Safety Council's seven (7)-hour Defensive Driving Course administered by Corporate Training within the following time frames:
 - a. Once every three (3) years for current LIRR drivers.
 - b. Within ninety (90) days of hire or transfer for an employee entering into an authorized driving position.

The Defensive Driving Course shall be provided to all employees as per existing labor agreements, with priority given to authorized LIRR Vehicle operators as determined by Corporate Safety.

5. Specialty Vehicles: Corporate Training will provide, monitor and document all completed on-the-job training for specialty vehicles (Boom Truck, Line Truck (Digger Derrick), Aerial Device (Bucket Truck), Front End Loader (Pay Loader/Bobcat), Crane – Mobile and High Rail, Tractor Trailer) and equipment every two (2) years or on an as-needed basis if the department determines the operator requires skills training.
6. Commercial Vehicles: In accordance with Federal Motor Carrier Safety Administration (FMCSA) regulations, a CDL is required to operate the following vehicles:
 - a. Class A: Any combination of Vehicles which has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more) whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds) whichever is greater.
 - b. Class B: Any single vehicle which has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), or any such vehicle towing a vehicle with a gross vehicle weight rating or gross vehicle weight that does not exceed 4,536 kilograms (10,000 pounds).
 - c. Class C: Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is transporting material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR Part 172 or is transporting any quantity of a material listed as a select agent or toxin in 42 CFR Part 73.

Corporate Training will provide CDL training and, at its sole discretion, based on the employee's ability to demonstrate knowledge and proficiency to operate safely, shall determine and document when an employee has been provided sufficient training to pass the CDL written and driving test administered by the NYS (DMV). Thereafter, any additional training will be at the discretion and sole responsibility of the employee. The cost of any additional training will not be reimbursed to the employee.



- Categories and duration of classroom and/or refresher training shall be required as follows (Corporate Training conducts driver observations on vehicles in preparation for the DMV road test). Course applicability, objectives & content can be obtained through Corporate Training.

CATEGORY	EQUIP. / CERTIFICATION	DURATION	COMMENTS
Defensive Driving Course	N/A	Seven (7) hours over one (1) day	Three (3)-year Re-certification required
CDL Training and Inspection	Boom Truck; Line Truck; Aerial Device; Front End Loader; Grappler; Bucket Trucks;	Twenty-one (21) hours over three (3) days	Refresher training required every three (3) years for boom truck and bucket trucks
	Crane: Mobile/High-Rail	Twenty-one(21) hours over three (3) days	
Endorsement Training	DOT HazMat Certification	Four (4) hours over one half (1/2) day	Refresher training required every three (3) years
	Wire Coil Training Certification	N/A	
Enhanced Driver Training	N/A	Seven (7) hours over one (1) day	Required after minimum of three (3) accidents

C. Driver Responsibilities - General

- Immediately notify supervision and/or Department Coordinator(s) in writing of any and all permanent or temporary changes in the status of their driver's licenses, including but not limited to: change of state residence, restrictions, revocation, suspensions, surrenders, change of class, and law enforcement action related to motor vehicle driving offenses. An employee's failure to timely report license status changes may result in disciplinary action and/or the loss of driving privileges. Drivers must provide an updated copy of their licenses subsequent to each notice of change.
- Ensure that before driving, the Vehicle, contains all required documentation, e.g. vehicle inspection report (where applicable), registration, insurance documentation, and gas card.
- Financial responsibility for all summonses and citations, including but not limited to moving and parking violations.
- Use LIRR employee identification card to swipe into the Global Positioning System (GPS) HID card reader at the start of each and every trip. Immediately notify Departmental Supervision of any issues identified with the system.
- Be aware of all federal, state and local laws and regulations and General Safety Rules for Motor Vehicles pertaining to the safe operation and use of any Vehicle, commercial or otherwise as well as Vehicle Idling. If federal, state or local laws and regulations are less restrictive than as set forth in this Policy, this Policy governs. Unnecessary Vehicle Idling is prohibited.
- In the event an employee's driver's license is suspended/revoked, the employee must immediately report this to his/her supervisor. Such employee is prohibited from



using any Vehicle (personal or LIRR) to conduct any LIRR business and from operating his/her personal vehicle on LIRR property. The Employee Acknowledgement Form provided by SCA is to be filled out and signed and submitted timely to supervision.

For Train & Engine Employees (T&E) Only: In the event an employee's driver's license is suspended/revoked due to a drug and/or alcohol related offense, the employee must immediately report this to his/her supervisor. In addition, employees with status changes (Suspended, Revoked, Expired, etc.) to their driver's license, regardless of the reason, are prohibited from using any Vehicle (personal or LIRR) to conduct any LIRR business and from operating his/her personal vehicle on LIRR property. For incidents related to drugs and/or alcohol, the Employee Acknowledgement Form will be hand delivered by Transportation Services (Transportation) management to the employee for their signature. For all other incidents, Transportation will send this Acknowledgment Form via US Certified Mail, return receipt requested to the employee's home for their signature.

7. All authorized drivers, including drivers with out-of-state licenses, are required to self-report, in writing, the status change of their license. Failure to do so may result in disciplinary action.

D. Driver Responsibility: Operational

1. Must perform applicable pre-trip Vehicle inspections for the type of vehicles they are operating to ensure the Vehicle and associated safety features are in good working order, with the exception of passenger vehicles.
2. For work Vehicles only, including but not limited to trucks, vans and CDL Vehicles, drivers must complete the Pre-Trip Checklist Inspection Form - TC-01 (**Attachment A**) and leave the completed form in the Vehicle's cab.
3. Retain current and prior day's TC-01 in the Vehicle. At the end of the tour submit the prior day's TC-01 to their Supervisor and immediately report TC-01's with vehicle defects noted to VFO as detailed in Section IV.D.6.
4. Use employee pass to "swipe in" to a company vehicle's AVL system at the start of each and every trip and/or every time the Vehicle's ignition is turned on. Immediately notify Departmental Supervision of any issues identified with said system.
5. Drivers authorized to use their personal vehicles to conduct LIRR business:
 - a. Shall not be responsible for filing LIRR inspection reports;
 - b. Shall be responsible for maintaining their personal vehicles in good working order and ensuring that their personal vehicles are registered, inspected and insured as required by law; and
 - c. Are responsible for ensuring that current registration, inspection and insurance documentation is carried in their personal vehicle.
6. Immediately report any vehicle defects, mechanical or otherwise, including those identified by the Police or NYS DOT inspectors, to the VFO and to his/her direct Supervisor. The Vehicle should be removed from service if the defect will affect the safe operation of that Vehicle. If the Vehicle requires repair but does not have to be taken out of service immediately, the driver should confer with his/her supervision to



make arrangements with VFO for the repairs. Original document(s), including but not limited to TC-01 and DOT inspection report must be sent to VFO within twenty-four (24) hours.

7. Utilize appropriate safety equipment, including but not limited to seat belts, at all times when the Vehicle is in motion.
8. Ensure that equipment and materials in/on the Vehicle are properly secured.
9. Operate Vehicles to conduct LIRR official business only.
10. Shall not operate Vehicles/equipment with which they are not familiar or in an unsafe way (including but not limited to surpassing load limits).
11. Ensure that only authorized passengers are carried in work Vehicles and in personal vehicles being used to conduct LIRR business.
12. Call 911 in case of emergency. (See Section IV.N.6.)
13. Refrain from any activity that would distract from the proper operation of the Vehicle, including but not limited to operating a cell phone.
14. Do not tamper with or vandalize LIRR Vehicles in any way, including but not limited to: GPS equipment, decals, license plates, and LIRR markings. Employees are subject to discipline and/or loss of driving privileges.

E. Responsibility of Department Coordinators

1. Obtain and provide driver information for employees moving into a driving position as determined by the Department to Human Resources.
2. Ensure drivers receive the required training determined by Corporate Training.
3. Ensure that Vehicles are serviced and inspected timely based on the schedule provided by VFO.
4. On a daily basis, ensure that drivers submit TC-01's and that these reports are timely reviewed.
5. On a weekly basis, Supervisor(s) should forward to the VFO TC-01's that note vehicle defects.
6. Request access to current AVLM and forward to Department Head/Designee for approval.
7. Ensure applicable employees are set up to receive AVLM automatic notification e-mails including failure to swipe and Vehicle Idling over the limit. Maintain list and coordinate with VFO any changes to the list on a regular basis, at a minimum annually.
8. On a monthly basis, or more frequently if required, run various available reports to monitor and review driver swipes and Vehicle Idling and other relevant information available in the current AVLM system and provide to Department supervision as applicable. Work with departments to resolve any issues ensure compliance with LIRR corporate policies and various Idle Laws.
9. Periodically investigate and resolve "Unknown Driver" and/or "Unverified Driver" instances for their department to ensure drivers are swiping into the AVLM GPS



system before driving, as required, and to ensure the GPS mechanism is operating as intended.

10. Ensure that Motor Vehicle accident reports are forwarded to the SCA and departmental safety liaison timely.
11. Coordinate the yearly driver audit with SCA.
12. For employees with an out-of-state license, have the driver complete a Disclosure and Authorization for Release of Motor Vehicle Record Information form and submit to the SCA.
13. For Departments with occasional drivers, perform LMI instant checks prior to drivers' using LIRR Vehicle whenever they drive to ensure a valid license status.
14. Responsible to coordinate all other Vehicle-related issues for their Departments to ensure the good working order of the Vehicle fleet.

F. Safety Compliance Administrator (SCA) Responsibility

1. Driver License Review: Conduct daily monitoring and an annual review of all drivers' licenses to ensure they are current, valid and meet the requirements for the type of Vehicles being operated.
 - a. If an employee's Driver's License Class is reduced in class, notify appropriate Department Supervision the morning of this notification to ensure that driver does not operate a vehicle out of the class of their Driver's License.
 - b. If a driver's license is identified as less than valid, immediately notify Department Head or Designee. An Employee Acknowledgment Form, provided by SCA, is to be completed and signed by the Employee and their Supervisor and returned back to SCA in a timely fashion.
2. Driver File: In accordance with Federal regulations the SCA must maintain a file on every driver. A copy of each employee's driver's license is included in the MTA BSC employee file.
3. Periodically generate the AVL "Fleet Infraction Detail Report", and forward to Department Coordinators for review.

G. Department Supervision Requirement

1. Ensure that any driver identified by SCA as having a class change for his/her license class does not operate a vehicle out of the appropriate class.
2. Utilize reports, including unknown/unverified drivers and Vehicle Idling reports provided by Department Coordinator(s) to address non-compliances related to driver swipes and idling over the NYC and/or NYS Vehicle Idling Laws to ensure departmental compliance. Work with Department Coordinator(s) to identify and resolve any resulting trends to ensure compliance.
3. Upon notification from SCA, ensure any drivers without a valid license] does not operate any vehicle (personal or company) to conduct any LIRR business or operate personal vehicle on LIRR property. This includes ensuring that employees do not use private vehicle for company business. Ensure the associated Employee Acknowledgement form is filled out and signed and submitted timely to SCA.

4. Upon notification by an Employee, enforce the change to a driver's license status as it relates to conducting LIRR business on LIRR property, including but not limited to downgrading e of an employee from CDL license, suspension, revocation, and notify VFO immediately.
5. Complete all motor vehicle accident/incident related forms and forward as required.

H. Human Resources

1. Coordinate with VFO, and the hiring department, driver's license history checks for current employees bidding into positions that require them to operate a LIRR vehicle as well as for occasional drivers added to LMI. Provide applicable reports to departments, as required.
2. Ensure that employees hired into a position requiring a driver's license have a valid driver's license and a satisfactory driving record.

I. Accident Reporting, Investigation & Review (See Accident and Incident Policy – SAFE-005)

1. General

- a. All persons involved in on-scene or post-accident activities shall obey the law and LIRR Corporate Policies and Procedures. This section describes the responsibilities of individuals involved in and the corporate procedure for reporting motor vehicle accidents or incidents on LIRR and DMV accident forms.
- b. For accidents involving serious injuries, fatalities or extensive property damage, the scene shall remain intact and undisturbed until the arrival of police, fire, EMS, LIRR supervision and Claims.

c. Driver Responsibility:

All employees must:

- ✓ **STOP** at the scene of an accident in which they are involved. It is against the law and LIRR procedure to leave the scene of an accident involving a Vehicle, unless necessary driver/vehicle information has been exchanged and/or police activities have been concluded, except in an emergency.
- ✓ **REQUEST MEDICAL AID** - Request emergency response equipment, if necessary. If hazardous material (spill/release) is involved, report the type of material, location and nature of the problem to the 911 Operator and CHEMTREC (1-800-424-9300). In the event a Supervisor is present, they shall coordinate all activities and obtain any necessary medical attention, assist emergency response personnel and provide all information relative to the Vehicle and any transported materials to Police, Fire, EMS and LIRR investigators.
- ✓ **REPORT** - Immediately report any accident or incident involvement to their Departmental Supervision as well as the MTA Police or local Police agency, if involved with another vehicle, pedestrian or fixed object and obtain a report number from the responding Police agency. If accident involves serious injury, fatality or extensive property damage, investigating supervisor, must also contact the Claims Bureau immediately at 718-558-8292.

All accidents occurring at ANY LOCATION, including, but not limited to, highways, roads, parking lots, shops, yards, sidings or Right-of-Way must be reported immediately.

2. Statements

- a. Employees should obtain the names, addresses and other contact information for LIRR employees, other parties involved in the accident/incident and witnesses if supervision is not on the scene. LIRR supervisory personnel, who are first to arrive on the scene of an accident, are responsible for identifying and obtaining such contact information (if not already obtained) and for gathering all information necessary to complete the Motor Vehicle Accident/Incident Form, and other applicable forms. In cases of serious injury, fatality, or extensive property damage, the Claims Bureau will obtain detailed statements from all LIRR employees, witnesses and third parties at the accident scene, except from those persons requiring medical aid who have been removed from the scene.
- b. With the exception of law enforcement personnel responding to the scene, LIRR employees should NEVER make statements or release information about an accident to any non-MTA party, either AT THE SCENE or AFTER an accident, without the express concurrence of the Law Department/Claims. Contact Claims at 718-558-8292 with any questions.

3. Documentation

- a. Supervisor Responsibility
 - i. Notify the designated Departmental Safety Liaison, VFO and SCA of any and all accidents/incidents and Claims (if accident involves serious injury, fatality or extensive property damage) of the accident/incident.
 - ii. Coordinate vehicle towing with VFO, if required.
 - iii. Ensure completed accident forms are submitted to SCA, Safety Liaisons and Claims. In the event of an injury or circumstance preventing the driver from personally reporting the accident, the employee's immediate Supervisor shall ensure the accident forms detailed in Section IV.I.3.b.ii are provided as soon as possible. The supervisor is also responsible for completing and submitting a(n):
 - 1) Motor Vehicle Accident/Incident Form (form is available on the Intranet), and must submit the form within 24 hours of the accident.
 - 2) LIRR Hazardous Materials Incident Report, if required
 - 3) Photographs
 - 4) MV104 (prepared by employee)
 - 5) MV104a – Police Report (if filed)
 - 6) All applicable Vehicle inspection forms/checklists
 - 7) Submit documents (items 2-6 above) within required timeframes of the accident outlined on forms, as required by SCA.
- b. Employees driving incident Vehicles must:
 - i. Thoroughly complete and/or provide all forms, as follows:



- MV-104: NYS DMV Vehicle Incident Report TC-01: Copy of LIRR Daily Inspection Log for day of accident.
 - ii. Drivers shall cooperate with Supervisors in the investigation and proper evaluation of the accident, including providing statements of fact, as necessary.
 - iii. Submit to drug testing, as required by MED-005 Alcohol & Substance Abuse Policy.
- 4. SCA Responsibility**
- a. Maintain and make available files of all forms, reports, documents, etc. provided by departments relating to vehicle accidents/incidents.
 - b. Coordinate on-going investigations with the Claims Bureau, all motor vehicle accidents, incidents or accident involvement using data input into ACS.
 - c. Coordinate the reporting of all motor vehicle accident information to all State and Federal agencies.
 - d. On a monthly basis, notify Senior Management of major motor vehicle accidents and investigations as reported by departmental Supervisors.
 - e. Forward all motor vehicle accident reports and related documents to Corporate Safety and the Claims Bureau; Claims will maintain originals. File claims with necessary reports and data relating to motor vehicle accidents.
 - f. Provide monthly data and reports on motor vehicle accidents in the President's Safety Report package.
 - g. Ensure all data pertaining to vehicle accidents/incidents are entered into the LIRR Accident Reporting System (ACS) or successor system.
- 5. Post-Accident Drug & Alcohol Testing – See Alcohol and Substance Abuse Policy, MED-005.**

J. DRUG TESTING PROGRAM Screening – See LIRR Alcohol and Substance Abuse Policy, MED-005

1. Awareness Training

- a. LIRR shall provide an educational program on drug awareness to all drivers. The program shall be included as a one-hour segment of the Defensive Driving Program.
- b. Identifying & Helping the Troubled Employee is administered as part of the supervisor-training program, and shall be required for all supervisors of drivers.

K. Backup Incidents and/or Accidents

- 1. Employees involved in a backup incident/accident who had the availability of employees to assist them in the backup maneuver may be subject to discipline and/or loss of driving privileges.

L. Record Keeping Requirements

- 1. The Law Department/Claims Bureau will retain all original documents/reports



generated in connection with any accident. SCA will retain all data pertaining to accidents and driver histories for one year after retirement, resignation or termination of the employee from LIRR. Claims shall be responsible to retain documentation for an extended period if the accident results in the filing of a claim or lawsuit against LIRR, until such time as the claim or lawsuit is closed as determined by Claims.

2. On an annual basis the SCA will coordinate driver qualification license review.
3. The SCA will retain all Federal and State mandated reports as required by current regulation.
4. The VFO will retain motor vehicle maintenance records on vehicles owned, leased and/or rented by LIRR for up until one year after the vehicle is removed from service.

M. Internal Control Review - All Departments shall include Motor Vehicle Accident/Incident Reporting and all vehicle administrative and operating procedures cited herein (as applicable) in their vulnerability assessments for annual review and testing as per LIRR CP&P BPM-003 Management Control Review.

N. Transportation of Hazardous Material

1. General

LIRR complies with all New York State regulations governing highway and railroad operations pertaining to the transportation of hazardous material. To protect drivers, passengers and the public, these rules and regulations instruct shippers, LIRR Stores employees, handlers and drivers how to package, load/unload, and transport hazardous materials, and unload bulk tanks.

2. Applicability

This section shall apply to all involved in safety-sensitive functions involving the transportation of hazardous materials, including, but not limited to:

- a. Drivers of any quantity of hazardous materials, which would require placarding.
- b. Operators of special equipment to handle hazardous materials.
- c. Employees involved in the receipt, shipment, and/or loading/unloading of hazardous materials.

3. Responsibility

No employee shall offer or accept hazardous material for transportation unless:

- a. Driver is in conformance with federal requirements by receiving the proper training. See Section V.N.5., Training, below.
- b. The hazardous material is properly classed, described, packaged, marked, labeled, and in condition for shipment, as dictated or authorized by the applicable regulatory requirements.

4. Licensing Requirements

- a. A CDL with a hazardous materials endorsement must be obtained by a driver/operator before he/she is permitted to drive a vehicle with hazardous materials, including, but not limited to, those which would require placarding.

5. Training



- a. Before a LIRR employee obtains a CDL with a hazardous material endorsement he/she must:
 - i. Receive training in LIRR's Corporate Training to qualify for the CDL and HAZMAT endorsement.
 - ii. Receive special training pertaining to Right-to-Know and Transporting Hazardous Materials by Highway.
 - iii. Receive specific training in Hazardous Materials Receipt/Handling and Emergency Response if involved in shipping, receipt of shipment and/or loading/unloading of hazardous material. Supervisors of those employees must also receive similar training.
- b. All employees described herein shall be provided with federal regulations on compliance and emergency response manuals.
- c. Refresher training shall be required every two years.

6. Emergency Response Numbers

CHEMTREC (24 hours)	800-424-9300
MTA Police	718-558-3300 / 888-682-9117
LIRR Vehicle Fleet Operations	718-558-4617 / 516-807-3030 718-558-3384 / 631-433-4377 Manager - 718-558-4727
LIRR Safety Compliance Administrator	718-558-3006
Claims	718-558-8292

O. Automated Vehicle Location Monitoring System (AVLM)

1. General

- a. AVLM provides essential information necessary to comply with maintenance and driver license requirements and for improving employee driving behavior and reducing driving accidents.
- b. To gain access to the AVLM system, please forward request to Department Coordinator.
- c. Any training required to properly utilize this system is at the responsibility of the employee requesting access. Training is available through the provider's website as well as through LIRR Corporate Training. Employees should contact their Department's Training Coordinator to register.
- d. A User Guide and list of available reports can be found upon utilizing the AVLM system.

2. Driver Responsibilities

- a. All employees who drive LIRR vehicles will be required to use their employee Identification cards to swipe into the HID card reader system, located in the vehicle, at the start of each and every trip.

3. Department Coordinator(s)/Supervision Responsibilities

- a. Review exception reports, emails, and electronic notifications from the AVL system, and coordinate to resolve.
- b. Upon review of the exception reports, take the necessary administrative action, including the use of warning letters or discipline as appropriate to foster compliance with LIRR policies and procedures.

4. AVL Reports for Eligible Driver Compliance Review

- a. SCA will periodically review information from the AVL system to ensure compliance with various federal, state, and local driving licensing requirements.

VI. PROCEDURES - VEHICLE IDLING

- A. New York State Environmental Conservation Law (ECL) Title 6 Subpart 217-3 prohibits heavy duty vehicles, including diesel trucks and buses, from idling for more than five (5) minutes at a time. Unnecessary idling of any LIRR Vehicles beyond five (5) minutes (including passenger, light duty, and heavy duty vehicles), whether the vehicle is attended or unattended, is prohibited. Exceptions are when the vehicle is stuck in traffic; idling for maintenance purposes; powering an auxiliary function or apparatus; involved in an emergency situation; and/or a diesel fueled truck operating in an ambient air temperature below 25°F for more than two (2) hours.
- B. New York City Administrative Code § **24-163** (the **City Idling Regulation**) further restricts vehicle idling in Manhattan, the Bronx, Brooklyn, Queens, and Staten Island to no more than three (3) minutes at a time unless by legally authorized emergency motor vehicles, and/or vehicles whose engine is used to operate a loading, unloading or processing device. A further restriction of one (1) minute of idling applies around public and private school facilities as set forth in this section.
- C. Based on the LIRR's operations, Vehicle idling in compliance with the law may be necessary in certain situations. An employee with questions on what is allowable should contact Department supervision.
- D. **UNNECESSARY VEHICLE IDLING IS PROHIBITED FOR ALL LIRR VEHICLES**
 1. Employees who fail to comply with Vehicle Idling Laws without satisfying the exemption criteria above will be in violation of the Eland drivers are personally responsible for any monetary fines levied by NYS and NYC.
 2. Employees who fail to comply with this Policy and applicable Department requirements regarding idling for applicable Vehicle may be subject to discipline and/or loss of driver privileges.
- E. **Department Oversight** – Department Coordinators have specific responsibilities relative to Vehicle idling as follows.
 1. Ensure drivers are aware of NYS and NYC laws concerning Vehicle Idling.
 2. Coordinate with the VFO to ensure it has access to and required training in Sentinel, including the ability to generate various activity reports.
 3. Act as Department Designee to receive real-time email notifications of idling from

Sentinel. When these emails are received, the Department Coordinators, as soon as practicable, should alert supervision to contact the driver to justify why idling is occurring. However, this would not be necessary if the Vehicle being operated is exempt due to operating auxiliary equipment.

Departments should have written Standard Operating Procedures (SOP's) to address Vehicle Idling which at a minimum should include:

- a. Department Coordinators reminding Drivers about Vehicle Idling restrictions before operating a vehicle, e.g., during job briefings.
- b. Department Coordinators monitoring Vehicle Idling relative to timing, documentation, reporting, corrective actions, discipline and/or loss of driving privileges.
- c. Department Coordinators using sentinel to generate various reports of Idling activity on a monthly basis.
- d. Department Coordinators sharing instances of Idling with Supervision.
- e. Department supervision discussing instances of Vehicle Idling with Drivers in question to determine why Idling occurred.
- f. Department supervision providing and Department Coordinators tracking justifications for Idling.
- g. Department Supervisors administering corrective action/discipline/loss of driving privileges as needed per this Policy.
- h. Documentation including but not limited to:
 - i. Discussions of Vehicle Idling between supervision and drivers.
 - ii. Justifications for Vehicle Idling.
 - iii. Agreed to corrective actions and or discipline.
- i. Documents signed by supervision and the employee. Process should include but is not limited to documenting the employee's acknowledgement of discussions with Supervision re: Vehicle idling, his/her understanding of corporate Vehicle Idling restrictions and supervision's tracking of any violations and corrective actions, discipline and/or loss of driving privileges.
- j. Identification of trends and/or patterns by driver and Vehicle which can be used in developing a strategy (e.g., to raise awareness about a particular issue in job briefings) to address and mitigate Vehicle Idling.

F. Oversight

1. Each year the Chief Engineer will issue Notice to all employees reminding those authorized to operate LIRR Vehicles of the requirement to comply with NYS and NYC Vehicle Idling Laws, this Policy and other applicable LIRR Corporate Policies and Procedures.
2. Quarterly, or more frequently as needed, the VFO should perform department review including but not limited to ensuring all Department Coordinators:



- a. Conduct Vehicle Idling reviews in compliance with this Policy.
 - b. Have access to Sentinel and whether any / additional training is required.
 - c. Are aware of reports available in Sentinel as well as how to generate and use them to monitor and address vehicle idling.
3. The VFO will report to the CE any instances of non-compliance with this Policy. The CE will confer with the department heads/designees as applicable to ensure compliance with this Policy.

G. Corporate Training

- 1. Corporate Training should ensure NYS and NYC Laws and this Policy relating to Vehicle Idling is covered in all applicable classes educating LIRR employees on the proper use and operation of Vehicles.

VII. RELATED POLICIES & PROCEDURES

- ENG-005 - Passenger and Work Vehicle Assignment and Use
- OOS-004 - Requests for Electronic information
- SAFE-005 - Corporate Employee Safety Policy
- MED-001 - Medical Assessment Policy
- MED-005 - Alcohol & Substance Abuse Policy
- BPM-003 - Management Control Review

VIII. OTHER RELATED DOCUMENTS

MTA/Long Island Rail Road Corporate Safety Rules for Employees

IX. FORMS & ATTACHMENTS

- Attachment A – Pre-Trip Checklist Inspection Form (TC-01)
- Attachment B – Sample - Employee Acknowledgement Form
- Attachment C – MVR Information Form
- Attachment D – Motor Vehicle Accident/Incident Form

X. REVISION TRACKING

- Effective: June 1998
- Revised: February 2000
- January 2003
- December 2007
- May 2012 Scheduled Revision;
Removal of L.E.N.S;
Added requirement for the driver with an out-of-state license to complete and submit a Disclosure and Authorization for Release of Motor Vehicle Record Information form.
- February 2019 4-Year Review per CP&P BPM-001 – Issuance of CP&Ps. This Corporate Policy replaces the Vehicle Operation Safety Program Policy, SAFE-007. The other substantive changes are: removed “every two (2) years” requirement for overall driver



medical exams”; specified medical exam every two (2) years for Commercial Drivers; updated names of departments and responsibilities; revised the TC-01 form - Attachment A; added Disclosure of Authorization for Release of MVR Information Form - Attachment C; added a section regarding Vehicle Idling (including discipline) and Attachment B – Sample Employee Acknowledgment Form; revisions to Essential Functions, Driver Responsibility; Department Head and Coordinator Responsibilities; CDL Physical requirements; back-up accident discipline; and Driver Oversight. Removed the references to the AR-1, AR-20/21 forms and included the new Motor Vehicle Accident/Incident Form (Attachment D); Added language for T&E employees on page 8 of 19.

STATIONS DEPARTMENT

NOTICE NO. 2023-11


Date: January 26, 2023
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: **Revised Westbound GCM Direct Shuttle Service (soft launch)**

Please use the attached revised shuttle train schedule for the Jamaica to GCM service.

There were some minor changes made, the attached also indicates peak and off-peak trains.

Shuttle service commenced on Wednesday 1/25/23.

Tickets can be sold for Grand Central Madison, or any Zone 1 ticket can be used to that Terminal.

The train shuttle times and information, is available on the Train Time app  .

Attachment:
Grand Central Madison Direct Service train shuttle schedule.

Any questions, please refer to any Stations Dept. Manager.

Monday through Friday except Holidays, Effective Beginning January 26, 2023



From Grand Central to Jamaica

Weekdays

Notes	Grand Central	Wood-side	Forest Hills	Kew Gardens	Jamaica	Train #
Morning Service						
	9:15	9:38	9008
	9:55	10:07	10:12	10:14	10:19	9010
	10:33	10:54	9012
	10:59	11:11	11:16	11:18	11:23	9014
	11:33	11:54	9016
	11:59	12:11	12:16	12:18	12:23	9018
Afternoon/Evening Service						
	12:33	12:54	9020
	12:59	1:11	1:16	1:18	1:23	9022
	1:29	1:50	9024
	1:59	2:11	2:16	2:18	2:23	9026
	2:29	2:50	9028
	2:58	3:10	3:15	3:17	3:22	9030
	3:28	3:49	9032
	3:57	4:09	4:14	4:16	4:22	9034
Peak	4:28	4:40	4:49	9036
Peak	5:19	5:32	5:41	9038
Peak	6:20	6:32	6:42	9040
Peak	7:17	7:29	7:38	9042
	8:04	8:16	8:25	9044



From Jamaica to Grand Central

Weekdays

Notes	Jamaica	Kew Gardens	Forest Hills	Wood-side	Grand Central	Train #
Morning Service						
Peak	6:17	6:27	6:38	9001
Peak	7:15	7:25	7:36	9003
Peak	8:16	8:27	8:38	9005
Peak	9:17	9:27	9:38	9007
	9:50	9:54	9:56	10:01	10:12	9009
	10:17	10:37	9011
	10:45	10:49	10:51	10:56	11:07	9013
	11:15	11:35	9015
	11:45	11:49	11:51	11:56	12:07	9017
Afternoon Service						
	12:15	12:35	9019
	12:45	12:49	12:51	12:56	1:07	9021
	1:15	1:35	9023
	1:45	1:49	1:51	1:56	2:07	9025
	2:21	2:41	9027
	2:45	2:49	2:51	2:56	3:07	9029
	3:16	3:37	9031
	3:49	3:53	3:55	4:00	4:11	9033
	4:16	4:37	9035
	4:47	4:51	4:53	4:59	5:10	9037

***See MTA TrainTime app for complete service west of Jamaica as well as transfer opportunities.**

Saturday, Sunday and Holidays, Effective Beginning January 26, 2023



From Grand Central to Jamaica

Weekends



From Jamaica to Grand Central

Weekends

Notes	Grand Central	Wood-side	Forest Hills	Kew Gardens	Jamaica	Train #
Morning Service						
	7:17	7:38	9612
	7:44	7:56	8:01	8:03	8:08	9614
	8:17	8:38	9616
	8:44	8:56	9:01	9:03	9:08	9618
	9:17	9:38	9620
	9:44	9:56	10:01	10:03	10:08	9622
	10:17	10:38	9624
	10:44	10:56	11:01	11:03	11:08	9626
	11:17	11:38	9628
	11:44	11:56	12:01	12:03	12:08	9630
Afternoon Service						
	12:17	12:38	9632
	12:44	12:56	1:01	1:03	1:08	9634
	1:17	1:38	9636
	1:44	1:56	2:01	2:03	2:08	9638
	2:17	2:38	9640
	2:44	2:56	3:01	3:03	3:08	9642
	3:17	3:38	9644
	3:44	3:56	4:01	4:03	4:08	9646
	4:17	4:38	9648
	4:44	4:56	5:01	5:03	5:08	9650
	5:17	5:38	9652
	5:44	5:56	6:01	6:03	6:08	9654
Evening Service						
	6:17	6:38	9656
	6:44	6:56	7:01	7:03	7:08	9658
	7:17	7:38	9660
	7:44	7:56	8:01	8:03	8:08	9662
	8:17	8:38	9664
	8:44	8:56	9:01	9:03	9:08	9666
	9:17	9:38	9668
	9:44	9:56	10:01	10:03	10:08	9670
	10:17	10:38	9672
	10:44	10:56	11:01	11:03	11:08	9674

Notes	Jamaica	Kew Gardens	Forest Hills	Wood-side	Grand Central	Train #
Morning Service						
	7:06	7:26	9611
	7:38	7:42	7:44	7:49	8:00	9613
	8:09	8:29	9615
	8:38	8:42	8:44	8:49	9:00	9617
	9:09	9:29	9619
	9:38	9:42	9:44	9:49	10:00	9621
	10:09	10:29	9623
	10:38	10:42	10:44	10:49	11:00	9625
	11:09	11:29	9627
	11:38	11:42	11:44	11:49	12:00	9629
Afternoon Service						
	12:09	12:29	9631
	12:38	12:42	12:44	12:49	1:00	9633
	1:09	1:29	9635
	1:38	1:42	1:44	1:49	2:00	9637
	2:09	2:29	9639
	2:38	2:42	2:44	2:49	3:00	9641
	3:09	3:29	9643
	3:38	3:42	3:44	3:49	4:00	9645
	4:09	4:29	9647
	4:38	4:42	4:44	4:49	5:00	9649
	5:09	5:29	9651
	5:38	5:42	5:44	5:49	6:00	9653
Evening Service						
	6:09	6:29	9655
	6:38	6:42	6:44	6:49	7:00	9657
	7:09	7:29	9659
	7:38	7:42	7:44	7:49	8:00	9661
	8:09	8:29	9663
	8:38	8:42	8:44	8:49	9:00	9665
	9:09	9:29	9667
	9:38	9:42	9:44	9:49	10:00	9669
	10:09	10:29	9671
	10:38	10:42	10:44	10:49	11:00	9673

*See MTA TrainTime app for complete service west of Jamaica as well as transfer opportunities.