



Long Island Rail Road
Going your way

BID SHEETS

****REPOST****

**THE LONG ISLAND RAIL ROAD
HUMAN RESOURCES DEPARTMENT
BULLETIN NO. 01-2022**

April 6, 2022

Resumes for the following Temporary Appointed position in the Human Resources Office will be received by Kim Hanley- Sr. Manager – HR – R&D, kmhanley@lirr.org, Mail Code 1155 until 5:00 PM on Friday, April 15, 2022

POSITION: Human Resources Assistant (Temporary)

LOCATION: 5th Floor, Jamaica Station

TOUR OF DUTY: 8:00 A.M. – 4:00 P.M.

RATE OF PAY: \$41.886 per hour

RELIEF DAYS: Saturday/Sunday

PRIMARY DUTIES:

Provide a wide range of administrative functions and support to the Human Resources Department, including, but not limited to:

- Ensure accuracy and completeness of employment applications and other files.
- Schedule individuals for interviews & aptitude test.
- Compose and mail letters, including job offer letters; handle/routing of all correspondence; generate, prepare, and maintain reports; maintain various logs and organizational charts.
- Gather and compile bid sheets for vacant positions and compose job openings for intranet & distribution.
- Handle heavy volume of telephone calls and walk-ins, and provide necessary information.
- Maintain records and arrange for storage or destruction.
- Order supplies and materials, create requisitions and process invoices.
- Assist with special projects, Open Houses, New hire Orientations and/or research as requested.

QUALIFICATIONS:

- Must possess proficient computer skills with working knowledge of Microsoft suite software (i.e., Word, Excel, PowerPoint, Outlook), HRIS/databases (i.e., Access, PeopleSoft)
- Must have strong administrative and organization skills with ability to effectively perform various multiple tasks simultaneously in a high-volume environment, while maintaining accuracy and meeting deadlines.
- Must possess effective written and oral communication skills with the ability to deal professionally with people and to handle difficult situations in a calm and effective manner.

- Must be able to handle heavy volume of telephone calls.
- Must be a qualified typist (45 Net WPM).
- Must be accurate and detailed oriented.
- Must possess the ability to handle confidential information in a professional manner.
- Must be proficient in determining correct routing of all incoming/outgoing correspondence.

Michael Nersesian
Director- HR Business Partner

Posted: 9:00 AM; April 6, 2022

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 521 (Repost)
CORRECTION

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzu, Manager – Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, April 15, 2022. *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: \$35.455

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 competent 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.

Edward Koch
Acting Chief Engineer

POSTED: April 6, 2022

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 523 (Repost)

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Assistant Manager – Payroll & Operational Support, emailed to: lsaldiv@lirr.org **until 5:00 PM on Friday, April 15, 2022.**

POSITION: Payroll Information Clerk (Appointed)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$37.875

TOUR OF DUTY: 7:30 a.m. – 3:30 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will 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, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Edward Koch
Acting Chief Engineer

POSTED: April 6, 2022

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

DATE: April 6, 2022

BULLETIN NO. SD- 03-2022

This bulletin will close **at 5:00 PM on Friday, April 15, 2022.** 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	Permanent	Agent (A961)
Location:		Broadway/Bethpage Facility/Port Jefferson – Kattou Assigned
Tour of Duty:		Monday/Tuesday – Broadway - 6:00am – 2:00pm Wednesday – Bethpage Facility - 8:30am – 4:30pm Saturday/Sunday – Port Jefferson – 6:00am – 2:00pm
Rate of Pay:		Monday/Tuesday – Broadway - \$45.347 Wednesday – Bethpage Facility - \$47.708 Saturday/Sunday – Port Jefferson – \$42.823
Rest Days:		Thursday/Friday

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

DATE: April 6, 2022

BULLETIN NO. SD- 07-2022

This bulletin will close **at 5:00 PM on Friday, April 15, 2022**. 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 (C815)
Location:		Babylon/STIMS Info
Tour of Duty:		1:30pm – 9:30pm
Rate of Pay:		\$36.497
Rest Days:		Thursday/Friday

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, tickets 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. 5	Permanent	Ticket Clerk (C901)
Location:		Penn Station – Clerk/CCSC
Tour of Duty:		Sunday/Monday – CCSC → 6:00am – 2:00pm Tuesday – Clerk → 6:00am – 2:00pm Wednesday/Thursday – CCSC → 2:00pm – 10:00pm
Rate of Pay:		Sunday/Monday – CCSC → \$46.485 Tuesday – Clerk → \$38.029 Wednesday/Thursday – CCSC → \$46.485
Rest Days:		Friday/Saturday

Primary Ticket Clerk 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.

Primary CCSC 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 exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 6	Temporary	Mail & Ride Typist/Clerk (P201)
Location:		Jamaica Mail & Ride
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$37.609
Rest Days:		Saturday/Sunday

Primary Duties: Must be a qualified 45wpm typist and be familiar with Microsoft Word software on a personal computer. Responsible for handling all outgoing and incoming mail, administration of postal permits and accounts, and coordination between Mail & Ride and Ticket Refunds offices. Must maintain and process all claims for lost/stolen tickets for entire railroad and attempt return of recovered tickets to customers. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters.

Must perform pickup and delivery of payments and documents between Jamaica/Flatbush Ave./Penn Station/Hillside Facility and the Mail & Ride bank lock box, etc.

Must be able to perform all other Mail & Ride related Duties.

Position No. 7 Temporary Station Appearance Maintainer (ARCH900)

Location: Arch St/Northport/Freeport

Tour of Duty: Monday – Freeport → 5:00am – 1:00pm
Thursday/Friday – Arch St. → 6:00am – 2:00pm
Saturday/Sunday – Northport → 6:00am – 2:00pm

Rate of Pay: Monday – Freeport → \$31.518
Thursday/Friday – Arch St. → \$31.518
Saturday/Sunday – Northport → \$32.486

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.

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. 8 Temporary Station Appearance Maintainer (H502)

Location: JAM/ATL/NOST – HD SAM/Spray Wash SAM

Tour of Duty: 12/1 – 3/31 – HD SAM 4:00pm – 12:00am
4/1 – 11/30 – SW SAM 10:00pm – 6:00am

Rate of Pay: 12/1 – 3/31 – HD SAM → \$32.772
4/1 – 11/30 – SW SAM → \$32.915

Rest Days: Saturday/Sunday

Primary Duties for Heavy Duty: 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 duties as directed by 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. 9	Temporary	Station Appearance Maintainer (H552)
Location:		Port Wash/Valley YD/Divide Chief/HD SAM
Tour of Duty:		Sunday/Monday/Tuesday – HD SAM → 6:00am – 2:00pm Friday/Saturday – HD SAM → 6:00am – 2:00pm
Rate of Pay:		Sunday/Monday/Tuesday – HD SAM → \$32.629 Friday/Saturday – HD SAM → \$36.000
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 8

Position No. 10 Temporary Station Appearance Maintainer (HMC112)

Location: Hillside Complex – Chief/SAM

Tour of Duty: Monday/Tuesday – Chief → 7:30am – 3:30pm
Wed/Thu/Fri – SAM → 7:30am – 3:30pm

Rate of Pay: Monday/Tuesday – Chief → \$36.000
Wed/Thu/Fri – SAM → \$31.518

Rest Days: Saturday/Sunday

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. 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. 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. 11	Temporary	Station Appearance Maintainer (HMC123)
Location:		Hillside Complex
Tour of Duty:		2:30pm – 10:30pm
Rate of Pay:		\$31.518
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. 14	Temporary	Station Appearance Maintainer (SSM1) - <i>Dewitt</i>
Location:		Babylon YD Spray Wash Chief / Extra List
Tour of Duty:		4/1 – 11/30 – Babylon YD – SW Chief – 7:30am – 3:30pm 12/1 – 3/31 – Extra List → Depends on job you take
Rate of Pay:		4/1 – 11/30 – Babylon YD – SW Chief → \$36.286 12/1 – 3/31 – Extra List → \$32.629
Rest Days:		Sunday/Monday

Primary Duties for Chief Spray Wash: 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.

Primary Duties for Chief and Extra List: 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. 15	Temporary	Station Appearance Maintainer (SSM7)
Location:		Ronkonkoma YD/Hicksville Spray Wash SAM /Extra List
Tour of Duty:		4/1 – 11/30 – KO YD/Hicksville SW SAM – 7:30am – 3:30pm 12/1 – 3/31 – Extra List → Depends on job you take
Rate of Pay:		4/1 – 11/30 – KO YD/Hicksville SW SAM – \$32.915 12/1 – 3/31 – Extra List → \$32.629
Rest Days:		Friday/Saturday
Primary Duties:		Same as Position No. 14
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Position No. 16	Temporary	Station Appearance Maintainer (SSM8)
Location:		Long Beach/Valley Yard SW SAM/Extra List
Tour of Duty:		4/1 – 11/30 – Long Beach/Valley YD SW SAM → 7:30am – 3:30pm 12/1 – 3/31 – Extra List → Depends on job you take
Rate of Pay:		4/1 – 11/30 – Long Beach/Valley YD SW SAM → \$32.915 12/1 – 3/31 – Extra List → \$32.629
Rest Days:		Friday/Saturday
Primary Duties:		Same as Position No. 14
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Position No. 17	Temporary	Station Appearance Maintainer (V914)
Location:		Ronkonkoma YD/Babylon YD/Babylon Station
Tour of Duty:		Monday/Tuesday – Ronkonkoma YD → 6:00am – 2:00pm Friday – Babylon YD → 6:00am – 2:00pm Saturday/Sunday – Babylon Station → 5:00am- 1:00pm
Rate of Pay:		Monday/Tuesday – Ronkonkoma YD → \$32.486 Friday – Babylon YD → \$31.518 Saturday/Sunday – Babylon Station → \$31.518
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 7
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Position No. 23 Permanent Station Appearance Maintainer (RSC1)

Location: Jamaica Chief/SAM

Tour of Duty: Wed/Thu/Fri – SAM → 4:00pm – 12:00am
Sat/Sun – Chief → 4:00pm – 12:00am

Rate of Pay: Wed/Thu/Fri – SAM → \$31.518
Sat/Sun – Chief → \$36.000

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.

AWARDS TO BULLETIN SD-06-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C814	J. Urban	3/30/22
POSITION NO. 2	Temporary C901	Withdrawn	
POSITION NO. 3	Permanent C953	W. Gaponoff	3/30/22
POSITION NO. 4	Temporary P201	Re-Advertised	
POSITION NO. 5	Temporary ARCH900	Re-Advertised	
POSITION NO. 6	Temporary ATL109	D. Dasilva	3/30/22
POSITION NO. 7	Temporary H552	Withdrawn	
POSITION NO. 8	Temporary H562	G.Monda	3/30/22
POSITION NO. 9	Temporary HMC111	K. Reid	3/30/22
POSITION NO. 10	Temporary HMC112	Re-Advertised	
POSITION NO. 11	Temporary JAM112	C. Shy	3/30/22
POSITION NO. 12	Temporary JAM133	R. Luciano	3/30/22
POSITION NO. 13	Temporary SWT-15	M. Stephens	3/30/22
POSITION NO. 14	Temporary SWT-15	S. Miscioscia	3/30/22
POSITION NO. 15	Temporary SWT-17	B. Diercks	3/30/22
POSITION NO. 16	Temporary SWT-18	M. Kuehnlenz	3/30/22
POSITION NO. 17	Temporary SWT-19	J. Keefe	3/30/22
POSITION NO. 18	Permanent RSC1	Re-Advertised	
POSITION NO. 19	Permanent SSM3	D. Czerniawski	3/30/22
POSITION NO. 20	Permanent V489	D. Powell	3/30/22
POSITION NO. 21	Permanent V490	T. Messina	3/30/22
POSITION NO. 22	Permanent V919	Re-Advertised	

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**

April 6, 2022

**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>
P&L 3181	Warehouse Person RH/MP-Various/Various Temporary (D. Mendez)	WITHDRAWN	
P&L 3182	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3183	Assistant Warehouse Person Permanent (K. Boykin)	NO BIDS RECEIVED	
P&L 3184	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3185	Warehouse Person Temporary (C. Howard-Lowe)	NO BIDS RECEIVED	
P&L 3186	Warehouse Person -SF Permanent (H. Anderson) 4:00 pm – 12:00 am	NO BIDS RECEIVED	

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
April 6, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3187

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, April 15, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (J. Garcia) - Permanent
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$36.853 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.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
April 6, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3188**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, April 15, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Hausle) – Permanent
RE-ADVERTISED (P&L – 3092, 3096, 3102, 3107, 3111, 3116, 3120,
3125, 3131, 3137, 3143, 3150, 3157, 3163, 3170, 3176 & 3182)
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$34.413 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.

REQUIREMENT: 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.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
April 6, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3189

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, April 15, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (K. Boykin) – Permanent
RE-ADVERTISED (P&L – 3128, 3134, 3140, 3145, 3152, 3159, 3165,
3172, 3178 & 3183)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 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.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
April 6, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L –3190**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, April 15, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (J. Macedonia) – Permanent
RE-ADVERTISED (P&L – 3179 & 3184)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 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.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
April 6, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3191

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, April 15, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (C. Howard-Lowe) – Temporary
RE-ADVERTISED (P&L – 3168, 3174, 3180 & 3185)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.853 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.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
April 6, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3192

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, April 15, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (H. Anderson) – Permanent
RE-ADVERTISED (P&L – 3186)
LOCATION: Hillside – Shop Floor
TOUR OF DUTY: 4:00 PM – 12:00 AM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.853 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.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
April 6, 2022

GROUP A

POSITION TEMPORARY

LOCATION

TOUR OF DUTY

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK – CENTRAL CONTROL TRAINEE

M of E CENTRAL CONTROL CENTER (Jamaica)

VARIOUS

VARIOUS

\$36.332 PER HOUR

TO TRAIN IN COVERING ALL PHASES OF CENTRAL CONTROL CLERICAL DUTIES. TRAINEES MUST HAVE THE ABILITY TO THINK AND REASON IN A PRESSURE-FILLED ATMOSPHERE, MUST HAVE GOOD DECISION-MAKING SKILLS, MUST HAVE GOOD PHONE ETIQUETTE, MUST BE A COMPETENT TYPIST, MUST BE RELIABLE AND RESPONSIBLE AND MUST BE ABLE TO WORK ANY AND ALL HOLIDAYS.

TRAINEES WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF MAINTENANCE OF EQUIPMENT DEPARTMENT POLICIES. WILL BE REQUIRED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. WILL BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL'S PC APPLICATIONS. WILL ACQUIRE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. WILL BE REQUIRED TO UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE EQUIPMENT WITH DEFECTS TO THE APPROPRIATE LOCATION. WILL BE REQUIRED TO PREPARE AND DISTRIBUTE VARIOUS REPORTS INCLUDING BUT NOT LIMITED TO OUT OF SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. WILL HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. WILL PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. WILL LEARN ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

1. Training Positions will be bulletined and awarded in accordance with the Agreement.
2. Employees awarded training positions will post on all three shifts for a period not to exceed four weeks. Trainees will be required to become fully qualified during the four-week period. As part of determining the qualifications, the trainee will be required to work "alone" during the fourth week. If the department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employees awarded a training position, who fail to qualify, will be removed from the training position and shall return to their former position, unless it has been abolished or filled by a senior employee in the exercise of seniority.
3. During the training, trainees are prohibited from bidding any other position. Trainees will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. If no Central Control vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.

---CONTINUES---

5. When a Clerk – Central Control vacancy is advertised, only bids from applicants qualified through the training program will be entertained. If no qualified bid is received, the Central Control trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For one year following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Control Staff, if available to cover same.
7. A qualified employee awarded a position who has not covered a position within 6 months of the training program will be provided a five-day refresher course upon being awarded a Clerk – Central Control position, if required.

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-79

Bulletin Seq: 78

Bulletin Description: TELEGRAPHERS BULLETIN 2-79

Open: 04/06/2022 00:01

Close: 04/15/2022 11:00

Effective: 04/20/2022 00:01

Posted: 04/06/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1051	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$41.166 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 \$41.166 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 \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 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.

04/05/20 13:57

Bulletin ID: TELBUL2-79

Bulletin Seq: 78

Bulletin Description: TELEGRAPHERS BULLETIN 2-79

Open: 04/06/2022 00:01

Close: 04/15/2022 11:00

Effective: 04/20/2022 00:01

Posted: 04/06/2022 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 \$41.166 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: JCCMT1; 645AM		
	MONDAY & TUESDAY: JCCMT2; 245PM		
	WEDNESDAY: JCCMT3; 1045PM		
WL2	BLOCK OPERATOR	Permanent	LEAD
	Location LEAD TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		
JCBJ32	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$48.030 HOURLY \$1.952 DIFFERENTIAL		
JCCQN3	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$49.754 HOURLY \$2.025 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: TELBUL2-79

Bulletin Seq: 78

Bulletin Description: TELEGRAPHERS BULLETIN 2-79

Open: 04/06/2022 00:01

Close: 04/15/2022 11:00

Effective: 04/20/2022 00:01

Posted: 04/06/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
TR4	TRAIN DIRECTOR	Permanent	JCC TOWER

Location VARIOUS

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay VARIOUS

SATURDAY-TUESDAY: JTD23-JCC TOWER 245PM; \$55.905 HOURLY; \$2.335 DIFFERENTIAL

WEDNESDAY: WL3-LEAD TOWER 1001PM; \$41.166 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.

04/05/20 13:57

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - T&E

Bulletin ID: TELBUL2-78 **Sequence:** 78

Description: TELEGRAPHERS BULLETIN 2-78

Open: 03/16/2022 00:01 **Close:** 03/25/2022 11:00 **Effective:** 03/30/2022 00:01 **Posted:** 03/15/2022 00:01

BLOCK OPERATOR

Asgn	Emp Num	Position	Rank	Roster	Employee Name	First Rank	First Roster
BO1051					Readvertise		TEL
BO1055					Readvertise		TEL
BO1056					Readvertise		TEL
BO1058	59300	BO	184	TEL	MALM, BM	184	TEL
BO1059	58661	BO	178	TFL	JORDAN, KJ	178	TEL
FT2	59299	BO	180	TEL	BARKER, AB	180	TEL
FT3					Readvertise		TEL
JCCMT1					Readvertise		TEL
JCCMT3	59148	BO	175	TEL	LEON, A	175	TEL
WL3	59052	BO	164	TEL	CINTURATI, S	164	TEL

Bulletin Awards - T&E

Bulletin ID: TELBUL2-78 Sequence: 78

Description: TELEGRAPHERS BULLETIN 2-78

Open: 03/16/2022 00:01

Close: 03/25/2022 11:00

Effective: 03/30/2022 00:01

Posted: 03/15/2022 00:01

TRAIN DIRECTOR

Asgn	Emp Num	Position	Rank	Roster	Employee Name	First Rank	First Roster
JCCQN2					Readvertise		TEL
TR3	55060	TR	97	TEL	MCSHINE, P	97	TEL

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES
Bulletin Jobs - T&E

Bulletin ID: USBUL2-42 **Sequence:** 42

Description: USHER BULLETIN 2/42

Open: 04/06/2022 00:01 **Close:** 04/15/2022 17:00 **Effective:** 04/20/2022 00:01 **Posted:** 04/05/2022 00:01

Assignment Terminal		Assignment Terminal	
USHERS			
0012	LIRR-Extra List		
0013	LIRR-Extra List		

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.

04/05/20 12:10

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - T&E

Bulletin ID: USBUL2-41 Sequence: 40

Description: USHER BULLETIN 2/41

Open: 03/16/2022 00:01 Close: 03/25/2022 17:00 Effective: 03/30/2022 00:01 Posted: 03/16/2022 00:01

USHERS

Asgn	Emp Num	Position	Rank	Roster	Employee Name	First Rank	First Roster
0012					Readvertise		US
0013					Readvertise		US
0016					Pepe, CJ 56386	25	US

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - T&E

Bulletin ID: CREW9-18 **Sequence:** 18


Description: C/D BULLETIN 9-18

Open: 03/16/2022 00:01 **Close:** 03/25/2022 17:00 **Effective:** 03/30/2022 00:01 **Posted:** 03/01/2022 00:01
CREW DISP. TRNEE

Asgn	Emp Num	Position	Rank	Roster	Employee Name	First Rank	First Roster
4102					Withdrawn		TCU



**STATIONS DEPARTMENT
NOTICE NO. 2022-11**

Date: March 18, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer 
Subject: **All Unvaccinated Employees MUST Test Weekly**

Employees for whom MTA HQ does not have a verified record of being fully vaccinated against COVID-19 are required to submit to weekly COVID tests. Weekly testing is a helpful tool to keep fellow employees and customers safe.

Effective Monday, March 21, 2022, testing is required for ALL employees for whom MTA HQ does not have a verified record of being fully vaccinated against COVID-19.

Testing requirements have been updated. Previously, if you didn't work at a location that offered testing you were exempt, that has changed. Managers have worked out a plan to allow you time to submit your weekly saliva sample.

All unvaccinated employees MUST test once per week regardless of the availability of a testing site at their work location.

Weekly testing requirements are Monday through Sunday. If you are not fully vaccinated (2 weeks after your last dose of the vaccine) you are required to submit a test sample once in that seven-day period.

In addition to the testing provided by Long Island Railroad, you have the option to submit a PCR test from a provider of your choosing be sure to use the attached form.

SAMPLE SUPPLIES/DROP OFF INFO:

White boxes have the supplies needed to capture your saliva sample (code to open the box is 123).

Red Boxes have the scannable QR code to make your drop.

RESOURCES:

MTA COVID-19 Employee Resource Center - <https://new.mta.info/covid-19/> for more info and to upload your vaccination card.

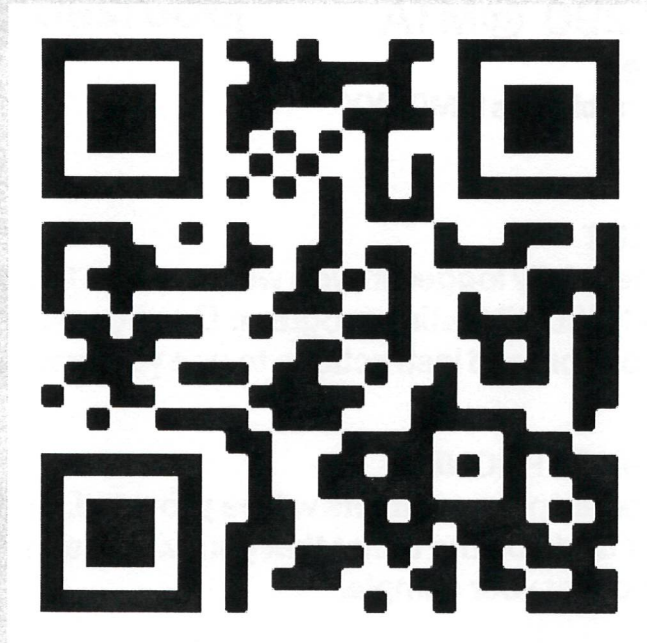
ATTACHMENTS:

- COVID Saliva Testing Instructions
- MTA – Employee PCR Testing form
- Drop Box locations



Safe Working

**Scan
for your
COVID-19
test here**



Testing done in coordination with the Mount Sinai Health System.



Safe Working

Registration Instructions

HOW TO REGISTER

To register for the saliva-based COVID-19 Testing program, scan the QR code on our registration signage or go to mapterial.com/mta-covid, then log in.

HOW TO LOG IN

Your username is your BSC ID. Your password is the first letters of your first and last name (in lowercase), your date of birth in the following format: MMDDYY, and lastly, @MTA. Example: June 12, 1990 would be entered as 061290.

Example Password for Jane Doe born June 12, 1990 with BSCID 173623

Your BSC ID



173623

Username

173623

Your 2 initials



jd 061290 @MTA

Password

jd061290@MTA



Your date of birth as MMDDYY

PROVIDING CONSENT

Once you have successfully logged in, you will be asked to consent to participating in the saliva-based COVID-19 testing program. Once consent has been provided, you will be given an option and instructions to use your smartphone to use a provided Dropbox.

I DO NOT HAVE A SMARTPHONE

If you do not have a smartphone, tablets will be provided. Upon providing consent, you will receive a QR Code on the tablet that you will present to an onsite Collection Specialist who will collect your sample.

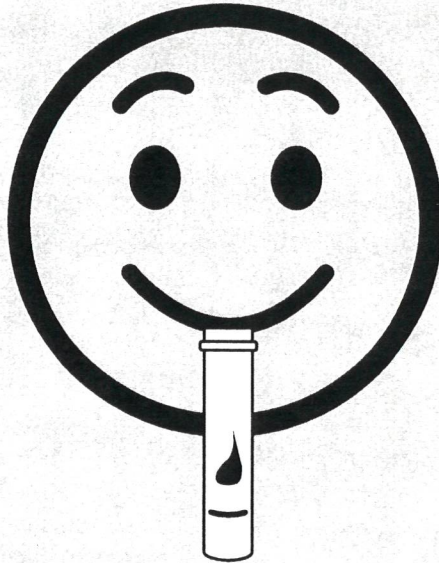


Testing done in coordination with the Mount Sinai Health System.



Safe Working

Saliva Testing Instructions



For a successful test, your saliva must be clear, free of food and mucus, and cannot contain residues such as those from brushing your teeth or smoking.

In the hour before your test, please do not:

- **Eat or drink anything, including water**
- **Brush or floss your teeth, or use mouthwash**
- **Smoke or chew gum**



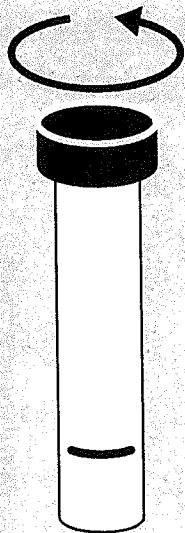
Testing done in coordination with the Mount Sinai Health System.



Safe Working

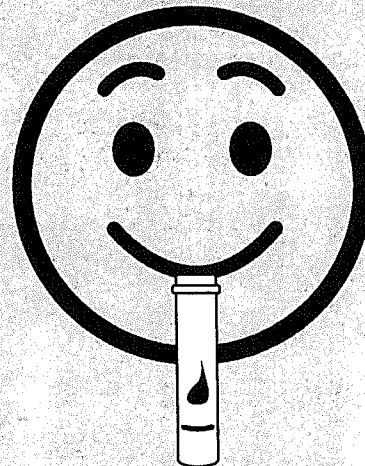
Saliva Testing Instructions

1



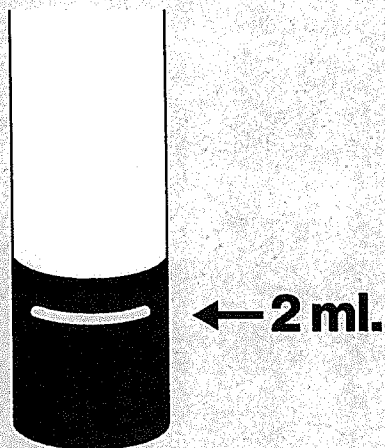
Remove tube cover.

2



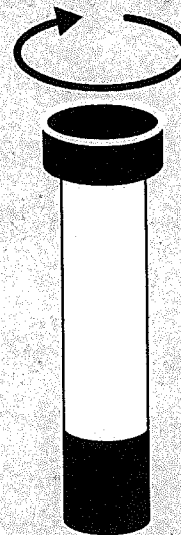
Pool saliva in mouth then spit into tube until it reaches at least 2 ml. Repeat as many times as needed to reach that mark on the tube.

3



Make sure the amount of saliva reaches at least 2 ml.

4



Tightly close the cover on the tube. Do not reopen the tube and try to add more saliva.



Testing done in coordination with the Mount Sinai Health System.



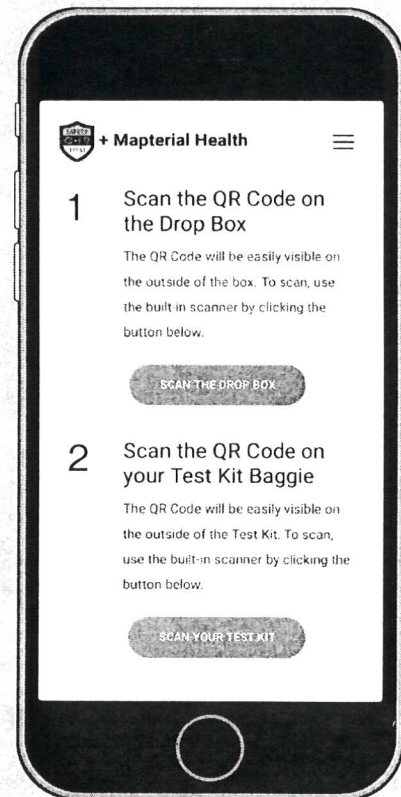
Safe Working

Using the Dropbox

SETTING UP YOUR ACCOUNT FOR FASTER DROP-OFFS

- 👍 Be sure to check Remember Me at the log in screen (Cookies MUST be activated)
- 👍 Use your phone's camera to scan the QR Code on the dropbox
- 👍 You will see the following screen with the 2 short steps

- 1** Scan the QR Code on the box again, this time using the scanner by clicking **SCAN THE DROP BOX.**
 - 2** Scan the QR Code on your test kit by clicking **SCAN YOUR TEST KIT.**
- DROP TEST KIT IN THE BOX.**



Testing done in coordination with the Mount Sinai Health System.

PROOF of MTA - EMPLOYEE COVID-19 PCR TESTING

SECTION 1: Employee Information

Scan to upload your
PCR Test form



BSC ID: _____
(Ex: 1234567)

First Name: _____ Last Name: _____

Title: _____ Work Location: _____

Date of PCR test: _____
(Ex: MM-DD-YYYY)

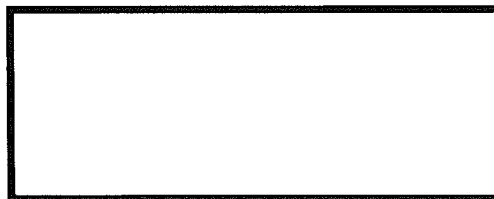
SECTION 2: PCR Certification Provider Information (must be completed by authorized COVID-19 testing provider)

Name of testing location: Bio-Reference Northwell Health Quest
 Other _____

Address of testing location: _____

Type of test performed: **PCR Only**

To certify testing was performed at this location, please provide your Company licensing information or stamp to verify.



I certify that the information on this form is accurate.

Employee Signature: _____ Date: _____
(Ex: MM-DD-YYYY)



LIRR COVID
DROP-OFF
&
PICK-UP
LOCATIONS



LIRR
REVISED 03/03/22

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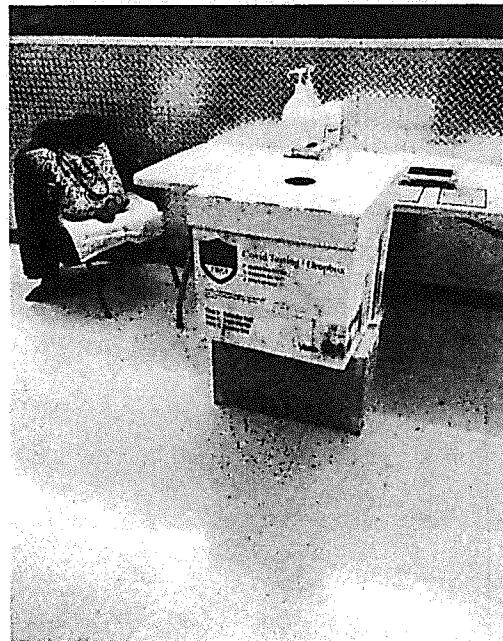
ADDRESS57
LOCATION DESCRIPTION57
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ATLANTIC TERMINAL*

ADDRESS: 139 Flatbush Avenue, Brooklyn

LOCATION DESCRIPTION: Located on Track 1 & 2 (Employee Side). The drop boxes and the employee testing site are next to each other.

PICTURES:



BABYLON STATE

ADDRESS: 770 Albin Avenue, West Babylon, NY 11704

LOCATION DESCRIPTION: Located on the side of the building.

PICTURES:

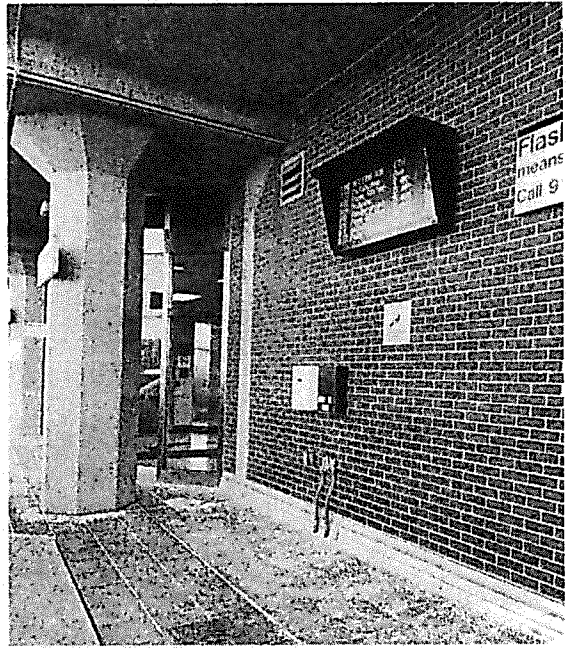


BABYLON STATION

ADDRESS: Railroad Avenue & Deer Park Avenue, Babylon, NY (Northside)

LOCATION DESCRIPTION: Located in the front of the building – adjacent to the Waiting Room/Tickets entrance door, and under the visual screen display with the Train Time, Destination, ETA, and Track information.

PICTURES:

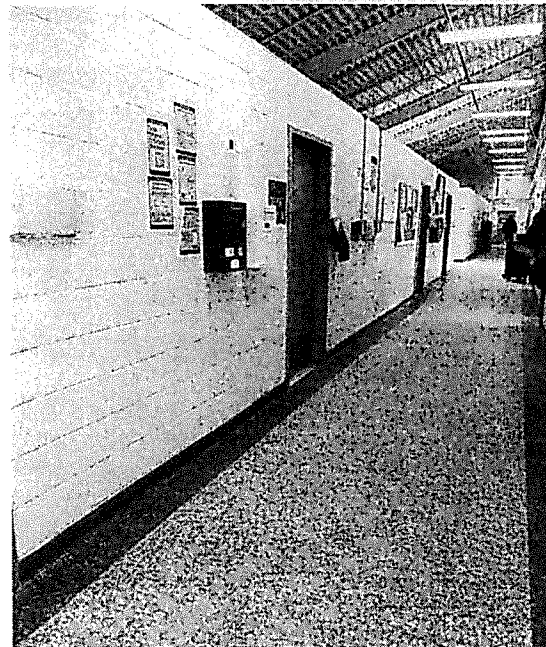
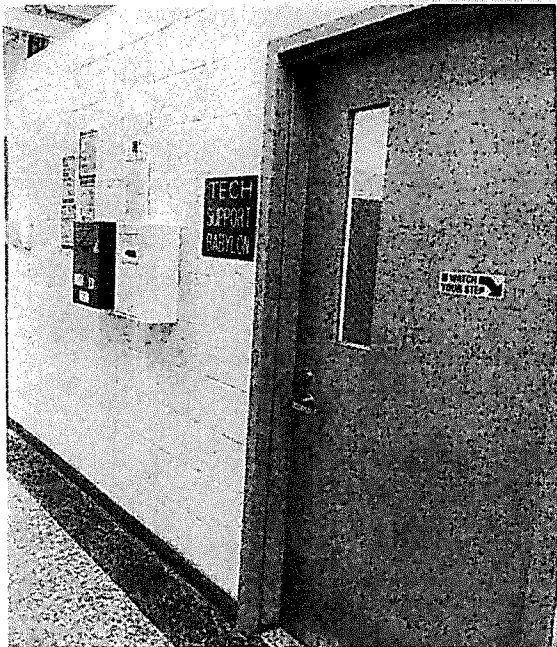
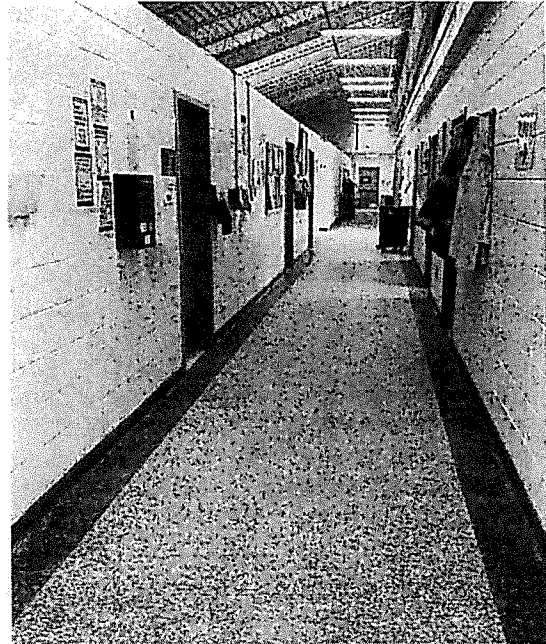
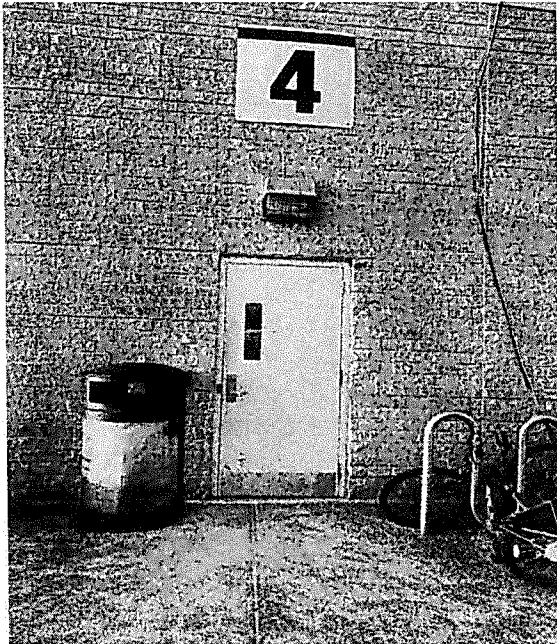


BABYLON YARD*

ADDRESS: 70 Foxglove Road, West Islip, NY (Inside the main building on the east-end of the hallway)

LOCATION DESCRIPTION: Located inside the building. Enter through Door #4. The drop boxes are located on the left side of the hallway, adjacent to the Tech Support Babylon room.

PICTURES:

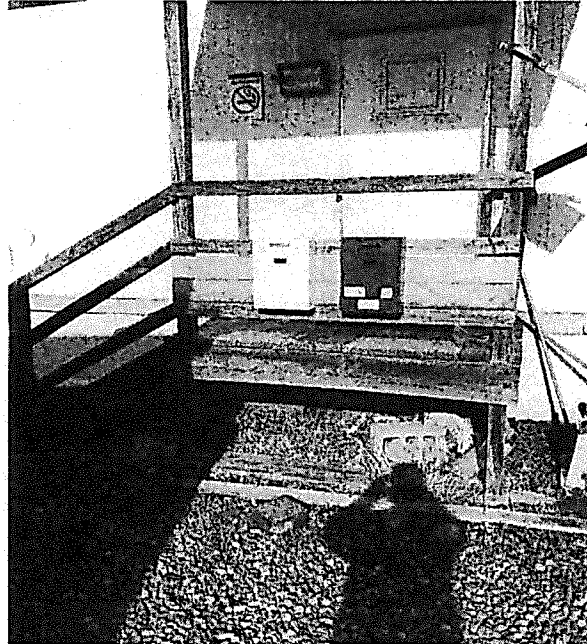
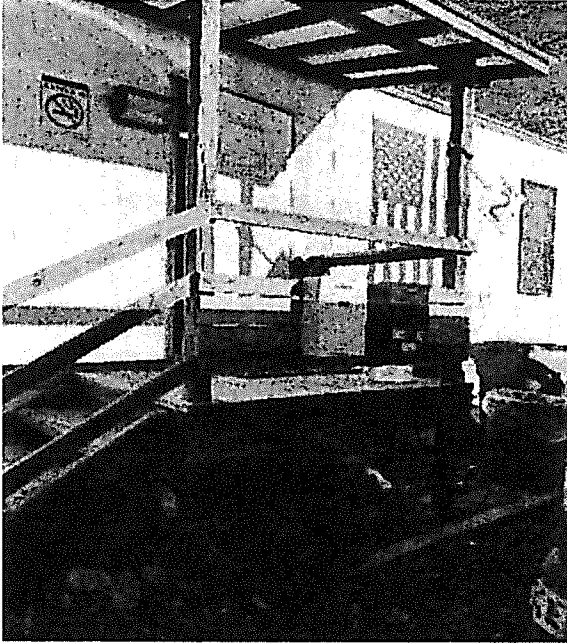


BAYSIDE

ADDRESS: 217th Street & 40th Avenue, Bayside, NY 11362

LOCATION DESCRIPTION: Located on the right side of the trailer.

PICTURES:

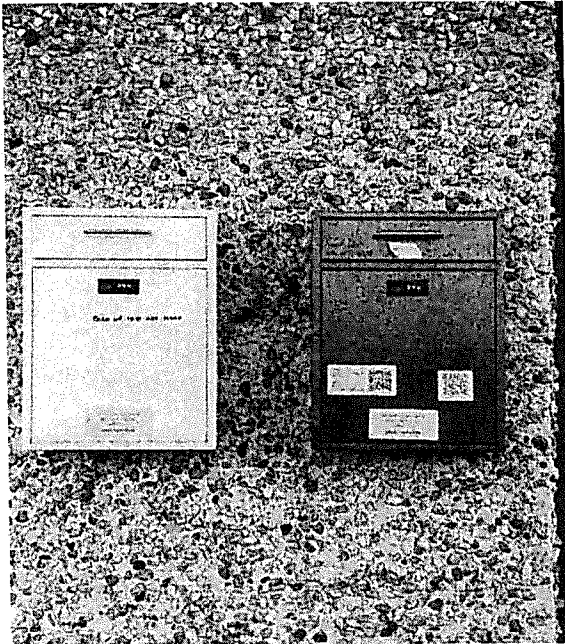


BETHPAGE YARD*

ADDRESS: 610 Hicksville Road, Bethpage, NY

LOCATION DESCRIPTION: Located at the main entrance.

PICTURES:



DEER PARK

ADDRESS: Grant & Long Island Avenue, Deer Park, NY 11729

LOCATION DESCRIPTION: Located in the front of the waiting room near the staircases to the waiting room.

PICTURES:

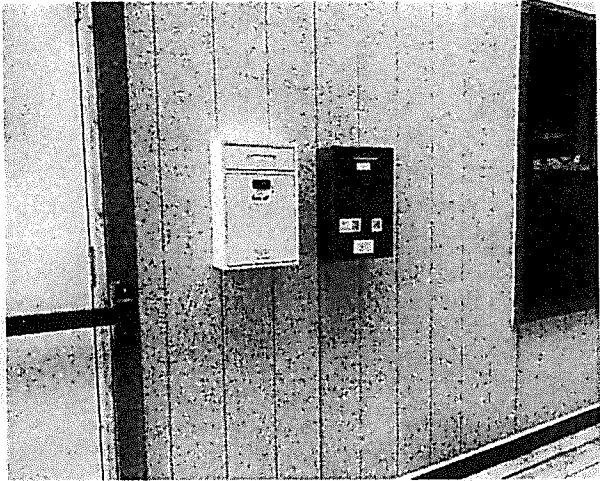
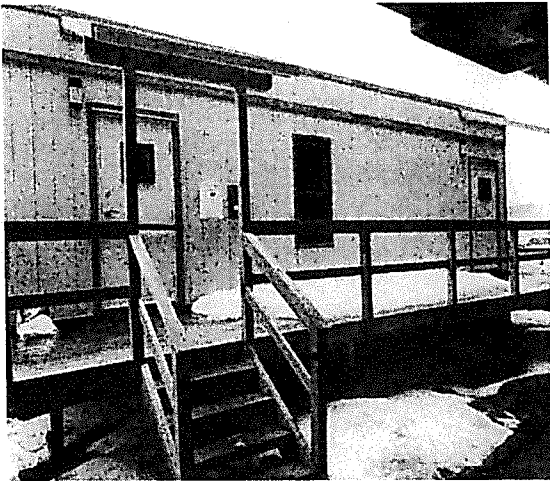
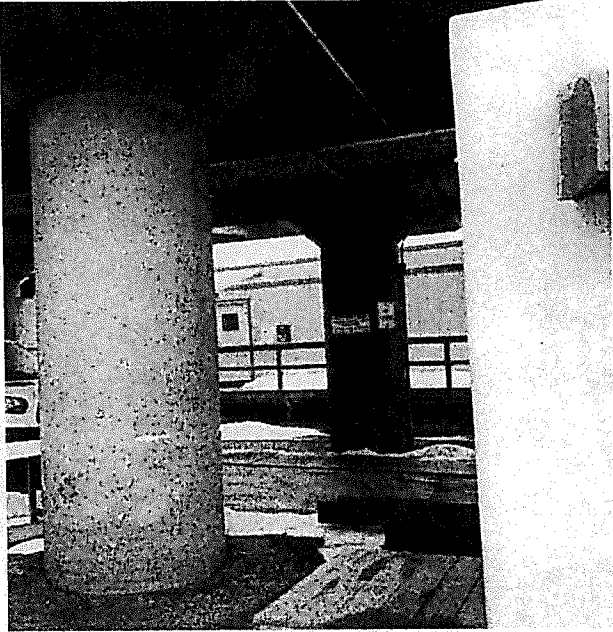
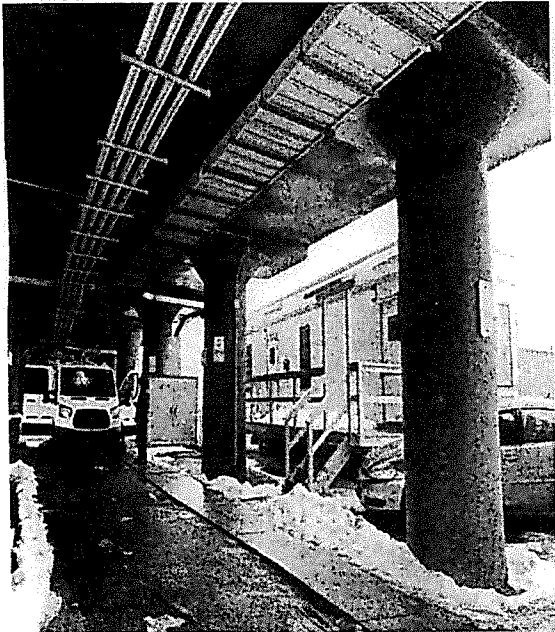


DIVIDE/HICKSVILLE

ADDRESS: 5 Broadway & Herzog Place, Hicksville, NY 11801 (Delivery address is: Route 107 & East Barclay Street, Hicksville, NY 11807)

LOCATION DESCRIPTION: Located on the Test Gang trailer – across from the Divide Tower.

PICTURES:

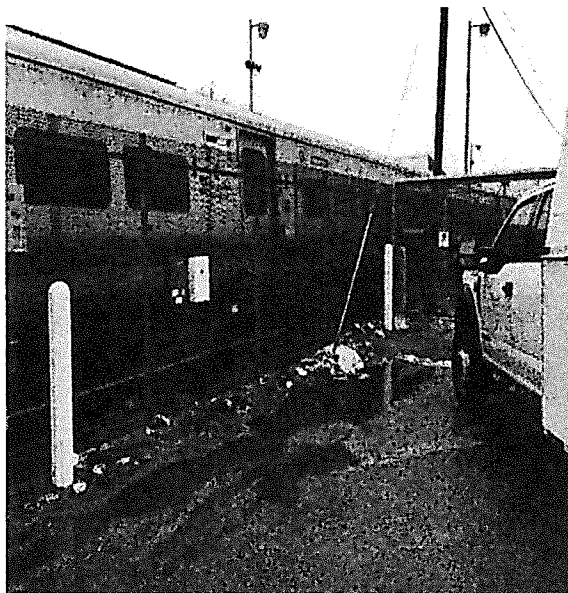
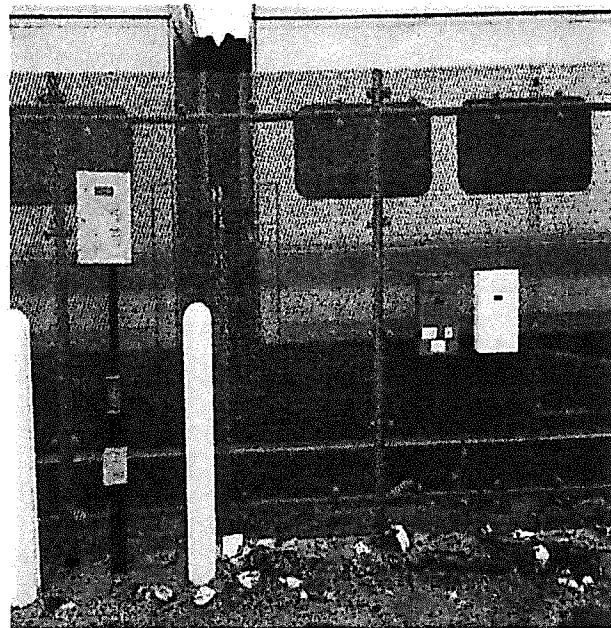
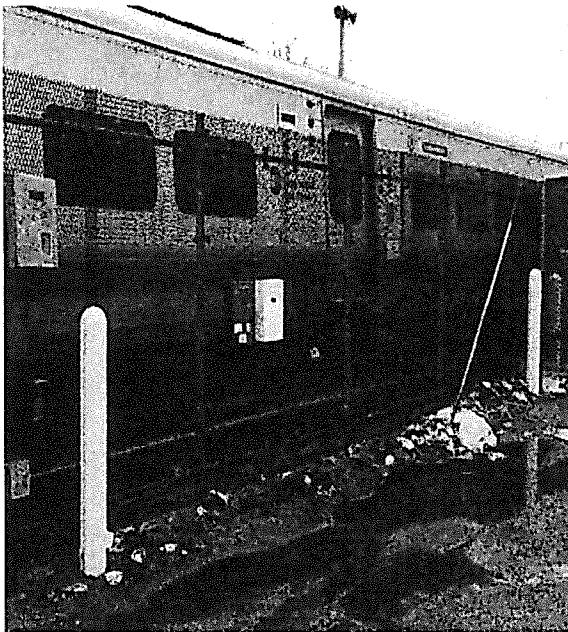


FAR ROCKAWAY

ADDRESS: 1414 121st Street, Far Rockaway, NY 11691

LOCATION DESCRIPTION: Located on the fence.

PICTURES:



FLORAL PARK STATION

ADDRESS: Tulip and Atlantic Avenues (1/4 Mile South of Jericho Turnpike – Northside)

LOCATION DESCRIPTION: Located on the side of the Ticket Office building.

PICTURES:



GARDEN CITY ENGINEERING*

ADDRESS: 760 Stewart Avenue, Garden City, NY 11530

LOCATION DESCRIPTION: Located in the front wall of the building.

PICTURES:



GARDEN CITY STATION

ADDRESS: 7th Street & Cathedral, Garden City, NY 11530 (Northside)

LOCATION DESCRIPTION: Located in the front of the building.

PICTURES:

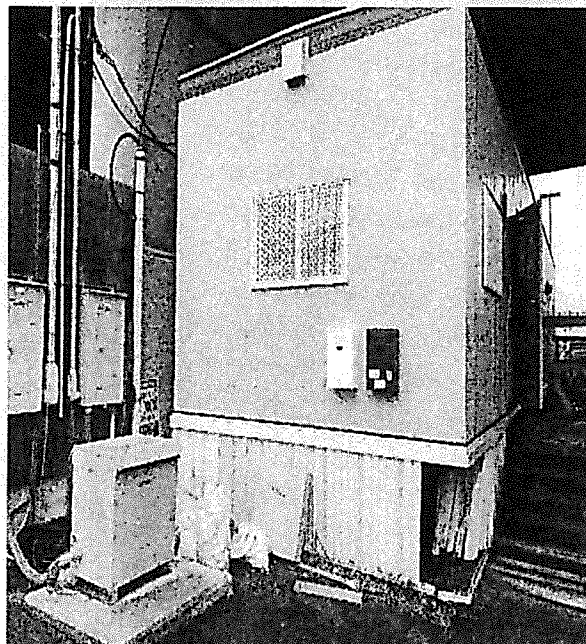
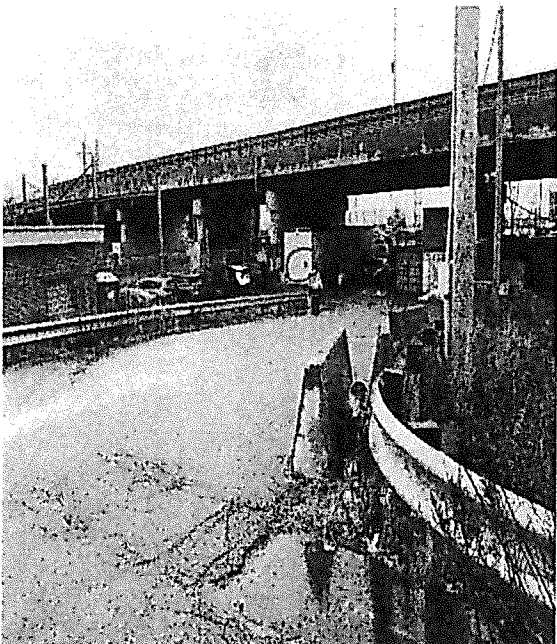
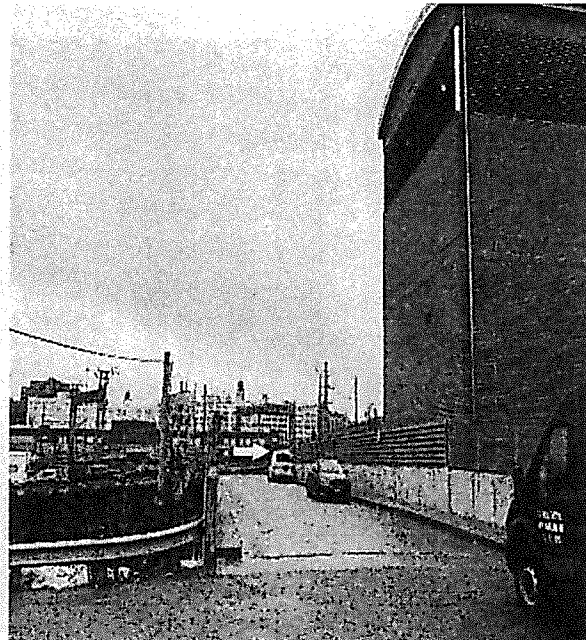


HAROLD/LONG ISLAND CITY

ADDRESS: 39 Skillman Avenue, Long Island NY 11101

LOCATION DESCRIPTION: Located on the side of the trailer.

PICTURES:



HEMPSTEAD

ADDRESS: Morell Street & Webb Avenue, Hempstead, NY

LOCATION DESCRIPTION:

PICTURES: Located on the corner wall approaching the platform and to the left of the Waiting Room doors.



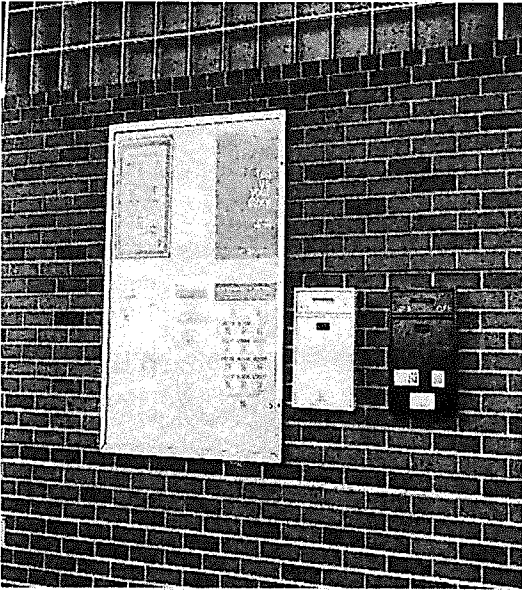
HICKSVILLE STATION

ADDRESS: Newbridge Road & West Barclay Street, Hicksville, NY 11801 (Northside)

LOCATION DESCRIPTION: Located outside the station (on the north side of the ticket office.) **PLEASE**

NOTE: The pick-up box is black.

PICTURES:



HILLSIDE FACILITY CENTRAL MANPOWER

ADDRESS: 93-59 183rd Street, Hollis, NY 11432

LOCATION DESCRIPTION: Located by the Manpower clocks.

PICTURES:

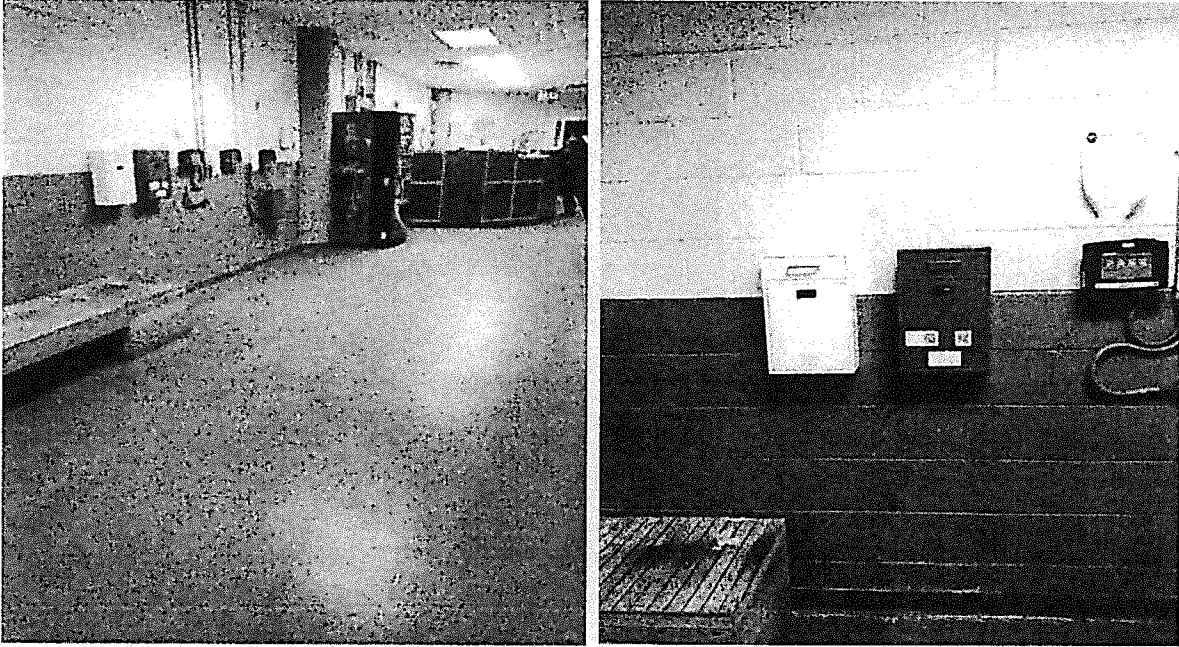


HILLSIDE FACILITY LOBBY*

ADDRESS: 93-59 183rd Street, Hollis, NY 11432

LOCATION DESCRIPTION: Located in the main entrance by the security guards.

PICTURES:



HILLSIDE YARDMASTER OFFICE

ADDRESS: 93-59 183rd Street, Hollis, NY 11432

LOCATION DESCRIPTION: Located in the hallway by the Yardmaster.

PICTURES:

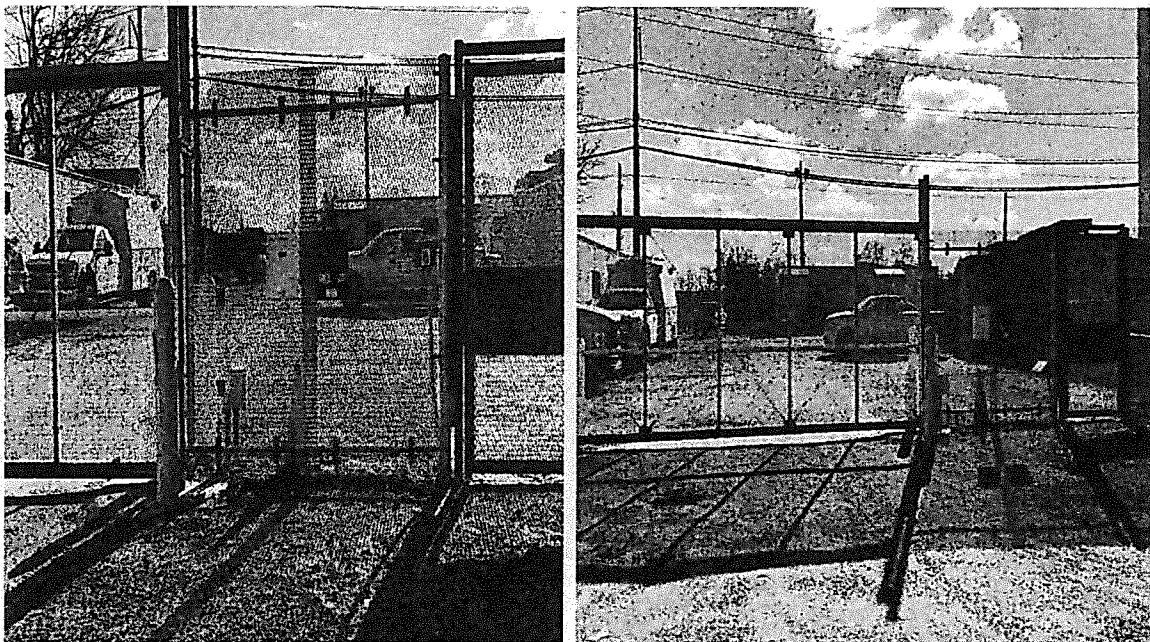


HUNTINGTON ENGINEERING

ADDRESS: Railroad Street, Huntington Station, NY 11746

LOCATION DESCRIPTION: Located on the fence – outside of the gate.

PICTURES:

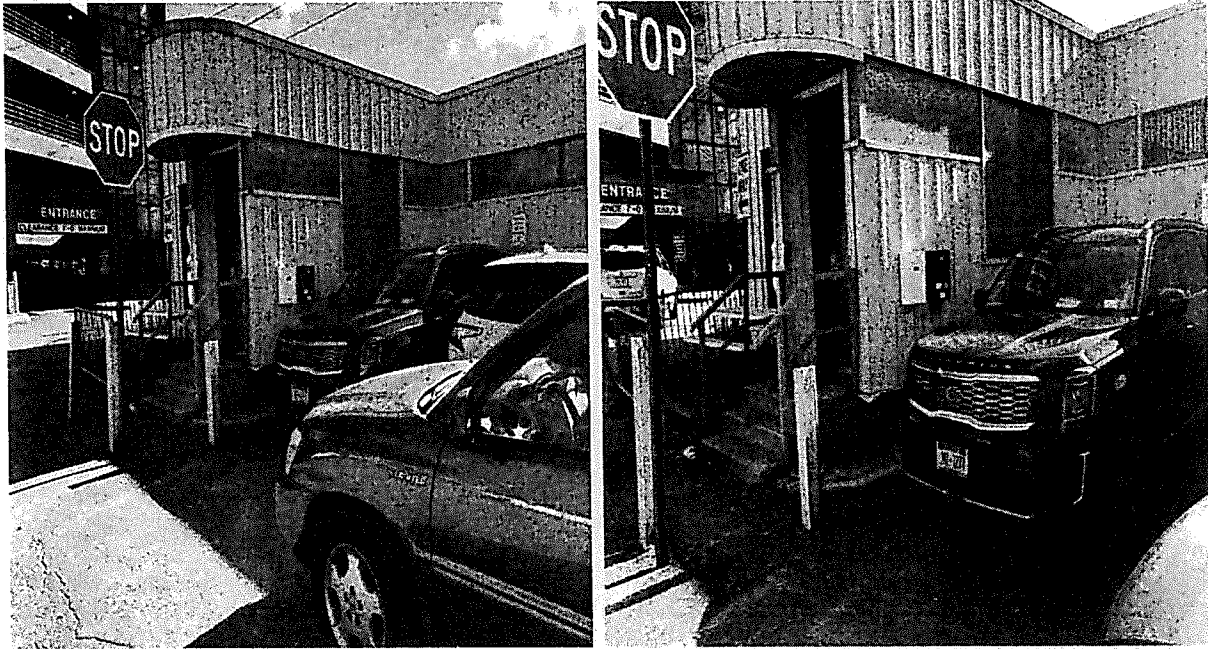


HUNTINGTON TRAINMEN'S ROOM

ADDRESS: New York Avenue (Route 110) & Broadway, Huntington Station, NY 11757 (N/S Trailer)

LOCATION DESCRIPTION: Located on the side of the building adjacent to the east end door.

PICTURES:



JAMAICA MAIN (JCC)*

ADDRESS: 144-41 94th Avenue, Jamaica, NY 11435

LOCATION DESCRIPTION: Located on the main floor of the JCC building adjacent to the Security desk.

PICTURES:

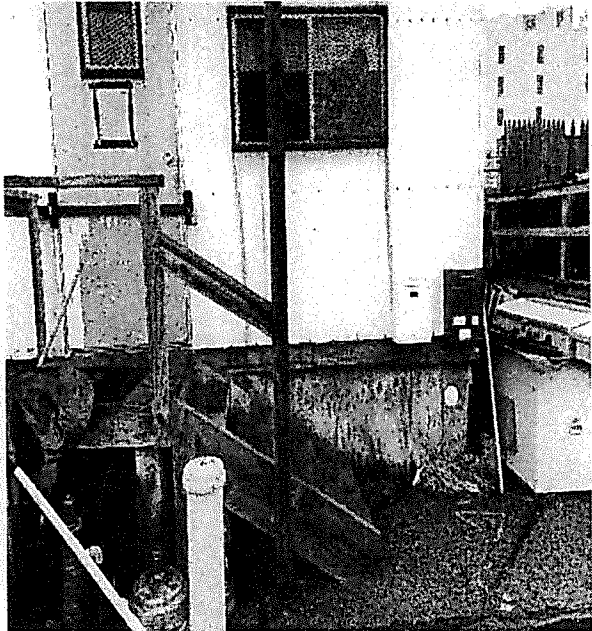


JOHNSON AVENUE YARD

ADDRESS: 137-07 94th Avenue, Jamaica, NY 11435

LOCATION DESCRIPTION: Located on the Van Wyck Expwy side road – off 94th Avenue.

PICTURES:



LONG BEACH STATION

ADDRESS: 1 West Chester Street, Long Beach, NY 11561

LOCATION DESCRIPTION: Located adjacent to the 'Authorized Personnel Only Door'

PICTURES:

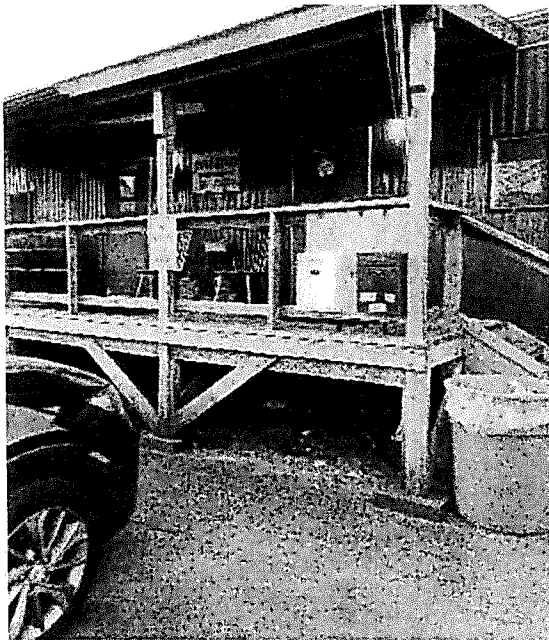


LONG ISLAND CITY -TRANSPORTATION TRAILER

ADDRESS: 11-02 Borden Avenue, LIC, NY 11101

LOCATION DESCRIPTION: Located in the front of the trailer. This is in open area off the train tracks. The trailer is on gravel. It is not in an enclosed area.

PICTURES:

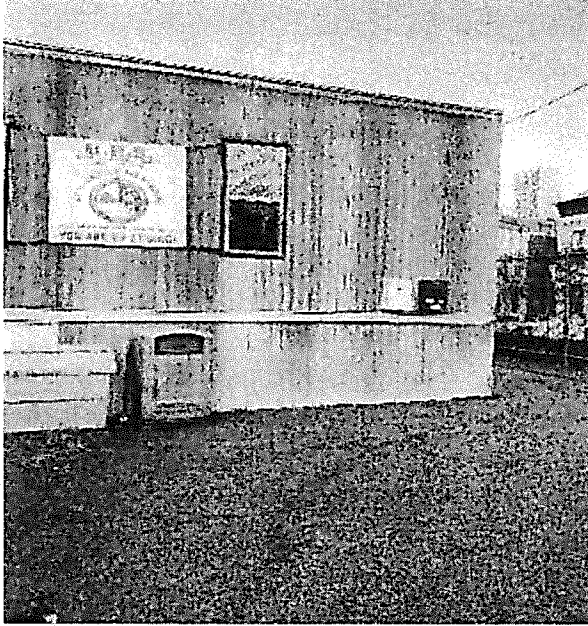


LONG ISLAND CITY

ADDRESS: 10-2 48th Avenue, Long Island City, NY 11101

LOCATION DESCRIPTION: Located in a gated train yard with a trailer. A passcode is needed to enter.

PICTURES:

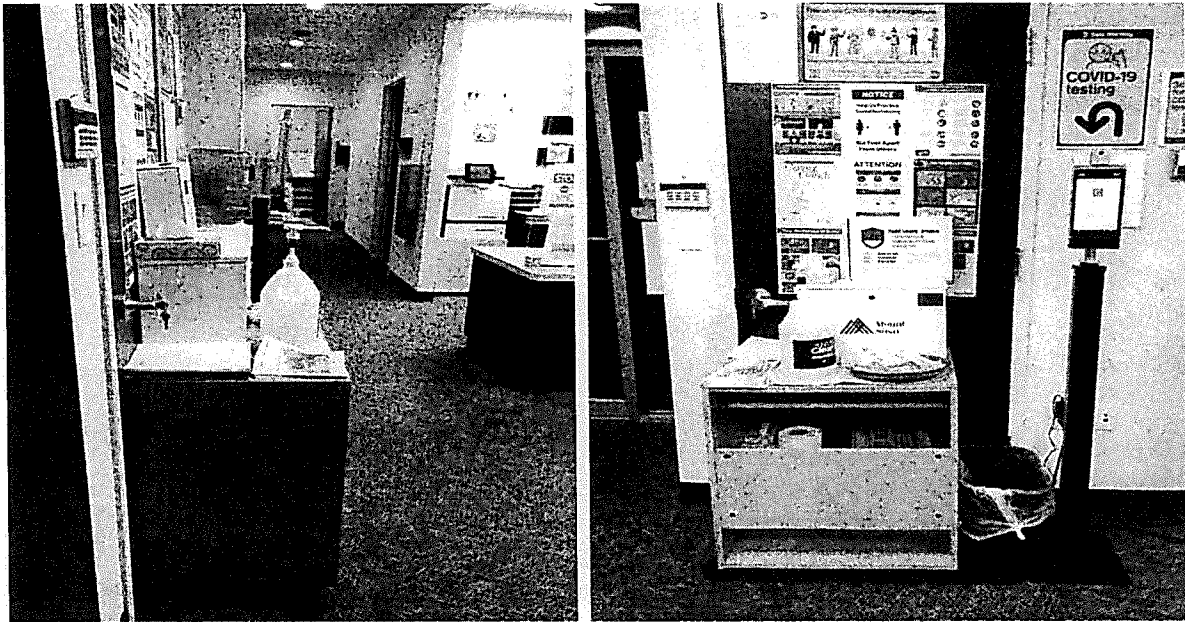


MINEOLA MEDICAL FACILITY*

ADDRESS: 300 Old Country Road, Suite 151, Mineola, NY 11501

LOCATION DESCRIPTION: Located in the medical office.

PICTURES:

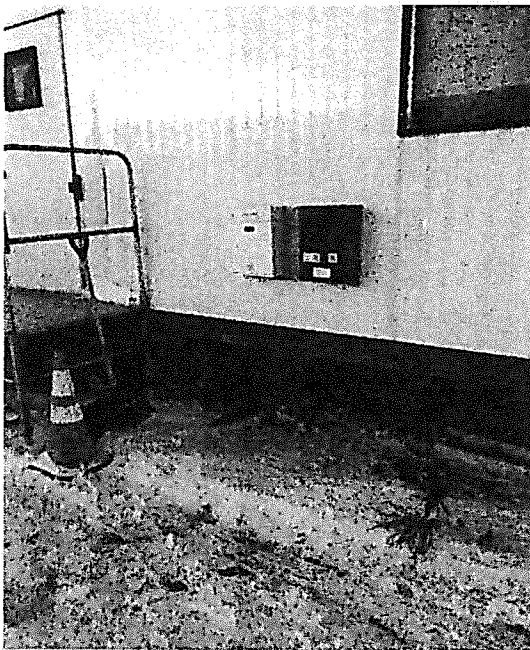
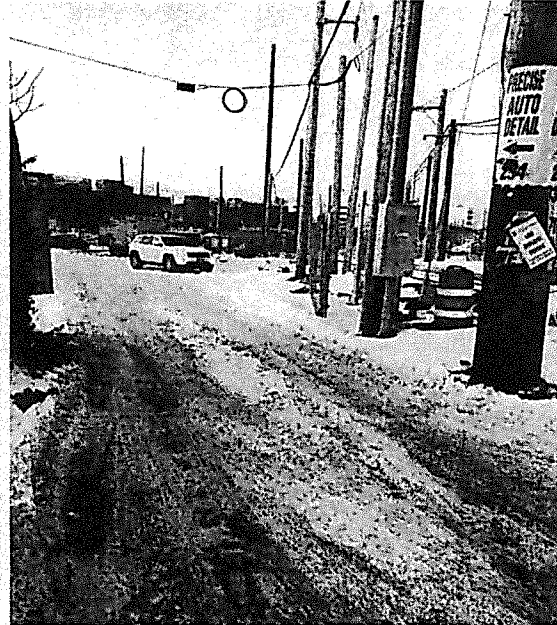


MINEOLA STATION

ADDRESS: 74 Willis Avenue, Mineola, NY 11501 (Northeast corner for the 1st trailer lot)

LOCATION DESCRIPTION: Located in a small yard entrance on 2nd Avenue – off Willis Avenue (Adjacent to the Western Beef supermarket.)

PICTURES:

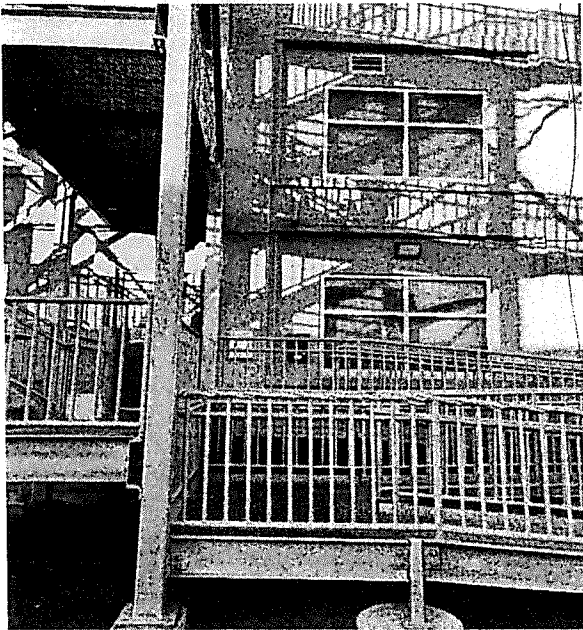


MORRIS PARK*

ADDRESS: 91-53 121st Street, Building 1, Richmond Hill, NY 11412

LOCATION DESCRIPTION: Located on the building to the right – as soon as you enter through the gate.

PICTURES:

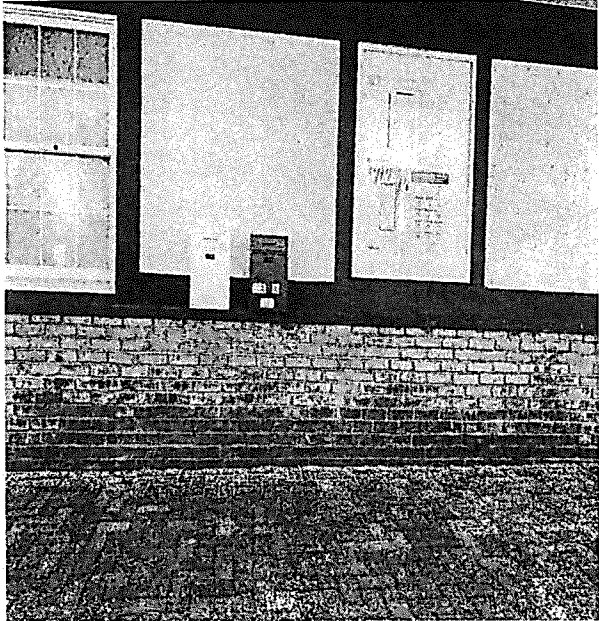


NASSAU BOULEVARD

ADDRESS: Nassau Boulevard & South Avenue (4 blocks out of Stewart Avenue- Northside)

LOCATION DESCRIPTION: Located in the front of the building.

PICTURES:

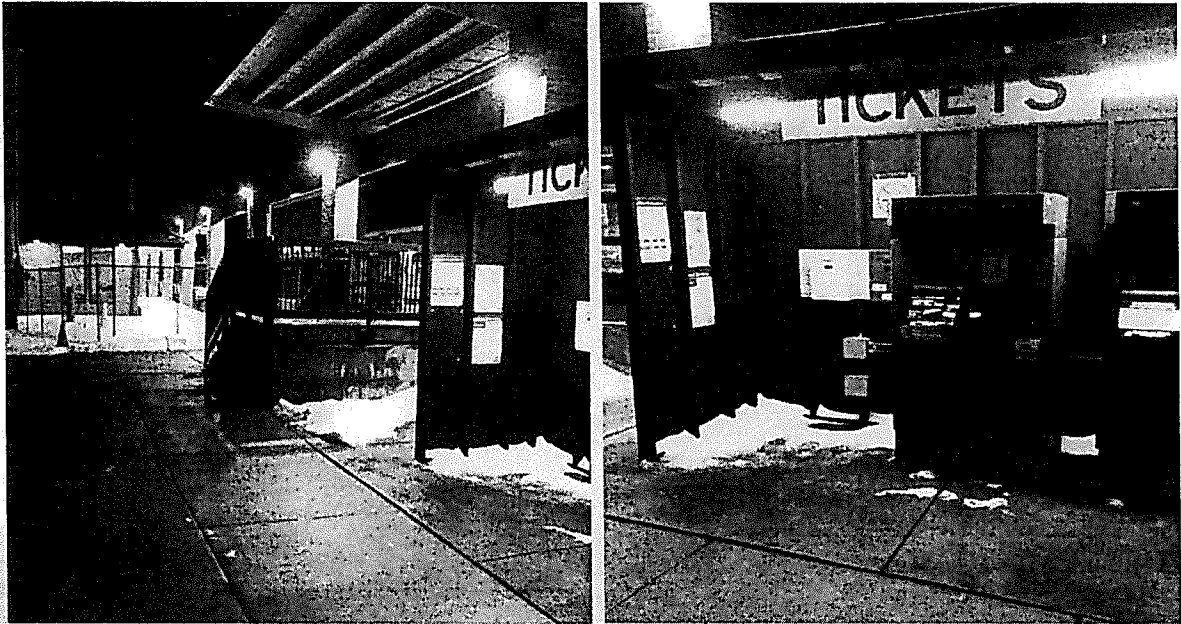


NEW HYDE PARK

ADDRESS: New Hyde Park Road & 2nd Avenue (Just south of Jericho Turnpike – N/S/ in TVM shed)

LOCATION DESCRIPTION: Located in the shelter next to the TVM machines on the north side of the station building. (It is about 50’ west of the station building.)

PICTURES:

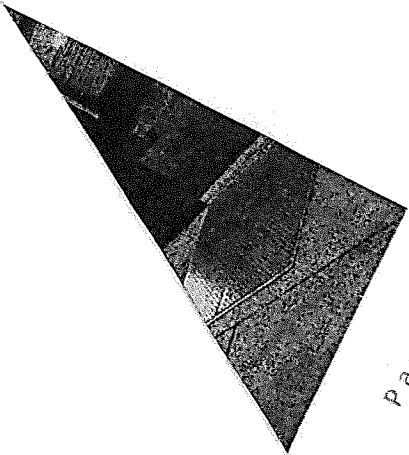
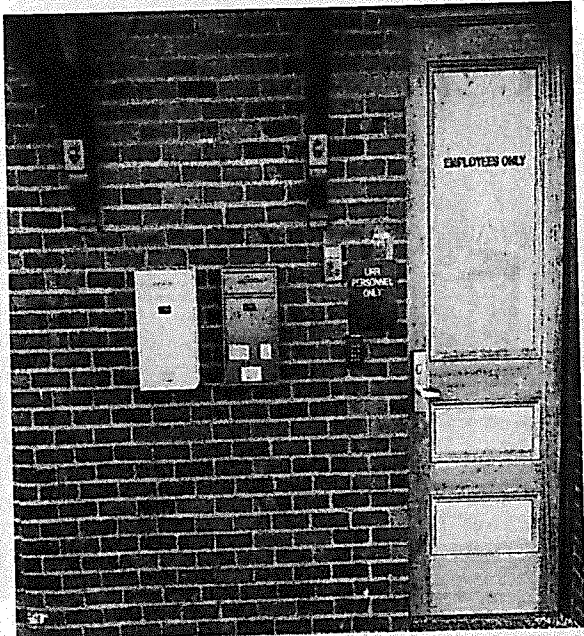
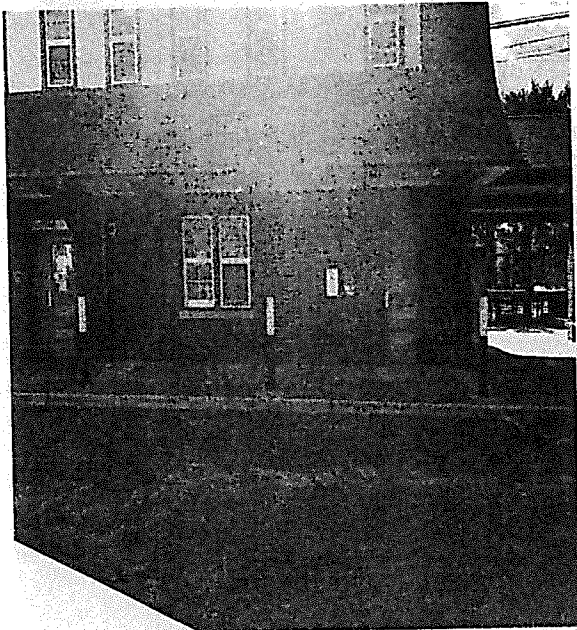


NORTHPORT STATION

ADDRESS: 120 Bellerose Avenue, East Northport, NY 11731 (2nd Floor)

LOCATION DESCRIPTION: Located on the front of the building – next to the employee entrance to the second floor.

PICTURES:



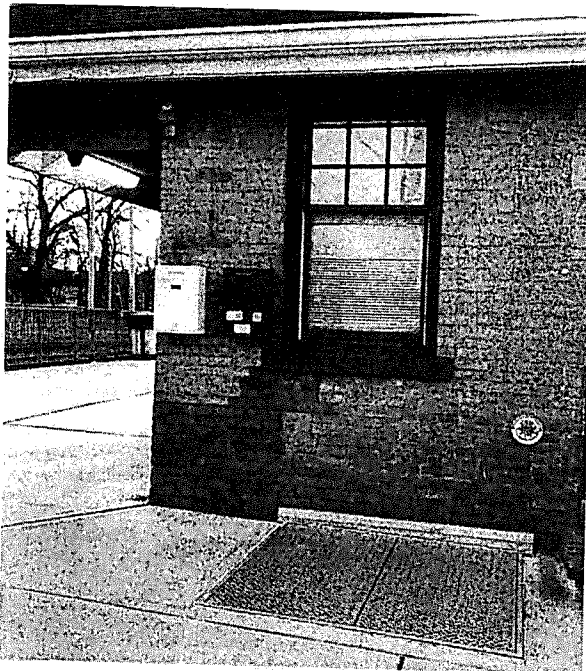
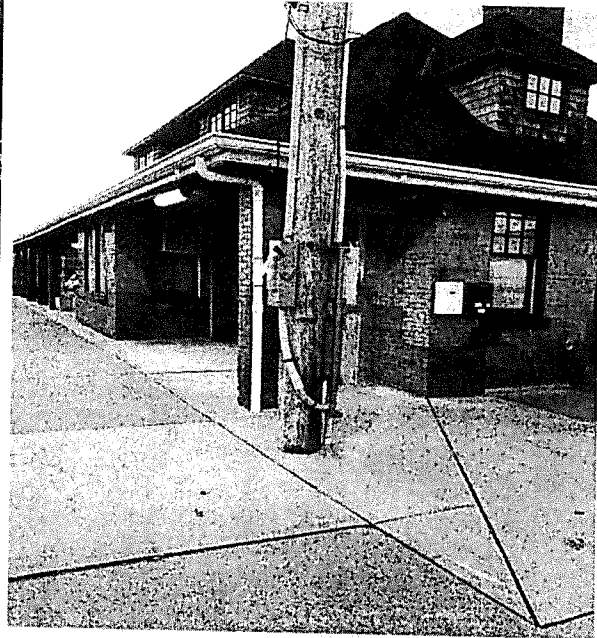
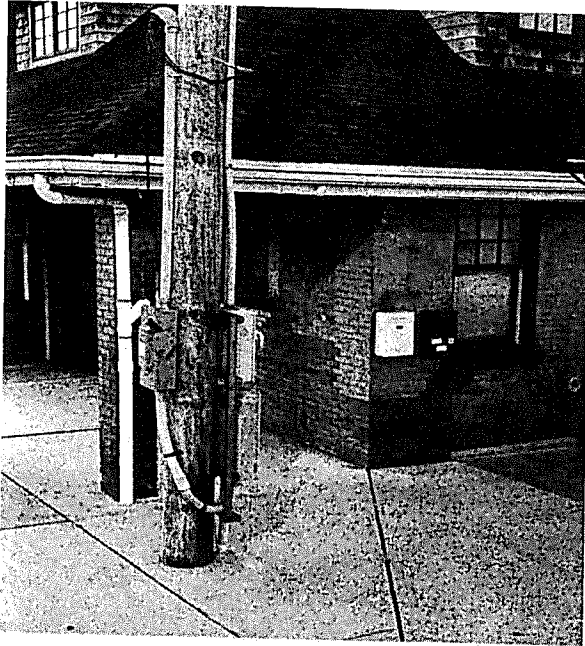
Page 39 | 57

OAKDALE

ADDRESS: Main Street & Oakdale Bohemia Road, Oakdale, NY 11769

LOCATION DESCRIPTION: Located on the corner of the building.

PICTURES:



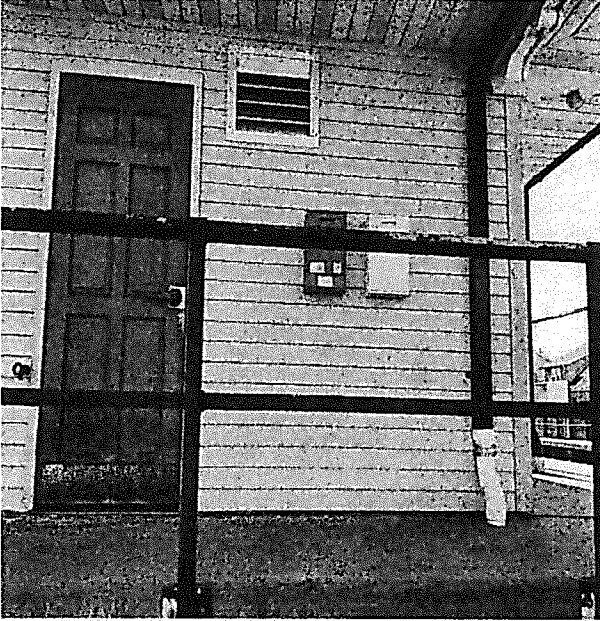
LIRR COVID Drop-Off & Pick Up Locations

OCEANSIDE

ADDRESS: Lawson Boulevard & Weidner Avenue, Oceanside, NY

LOCATION DESCRIPTION: Located on the north side of the Ticket Office.

PICTURES:

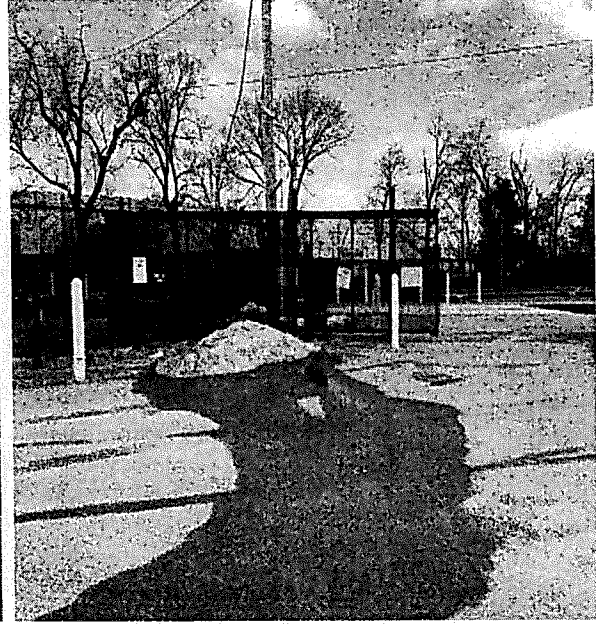


OYSTER BAY YARD

ADDRESS: 5 Railroad Avenue, Oyster Bay, NY 11771

LOCATION DESCRIPTION: Located on the fence – entering the yard – by the old station,

PICTURES:

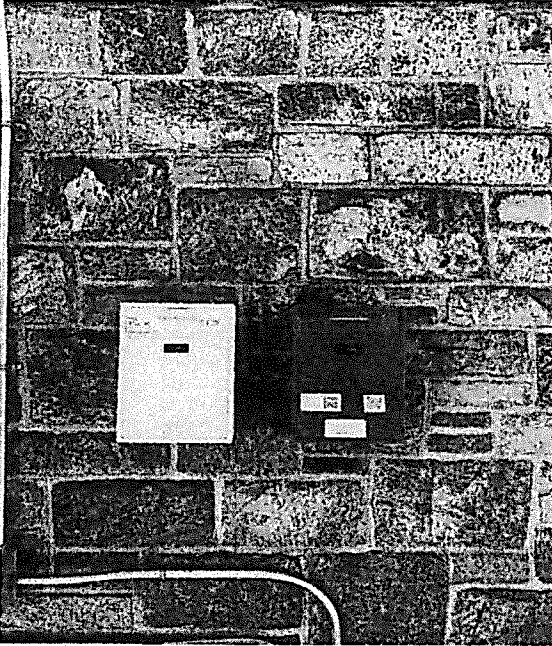


PATCHOGUE STATION

ADDRESS: 5 Railroad Avenue, Oyster Bay, NY 11771 (on the fence – entering the yard – by the old station)

LOCATION DESCRIPTION: Located on the east side of the building, adjacent to the Trainmen's room.

PICTURES:

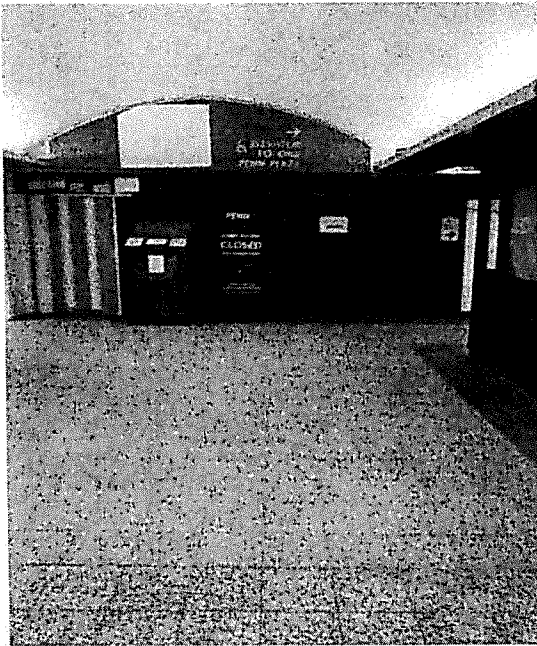


PENN STATION*

ADDRESS: 1 Penn Plaza, New York, NY

LOCATION DESCRIPTION: Located in the construction zone. There are designated COVID-19 Test signs leading to the location. It is in 1 Penn going towards the Trainmen Room.

PICTURES:

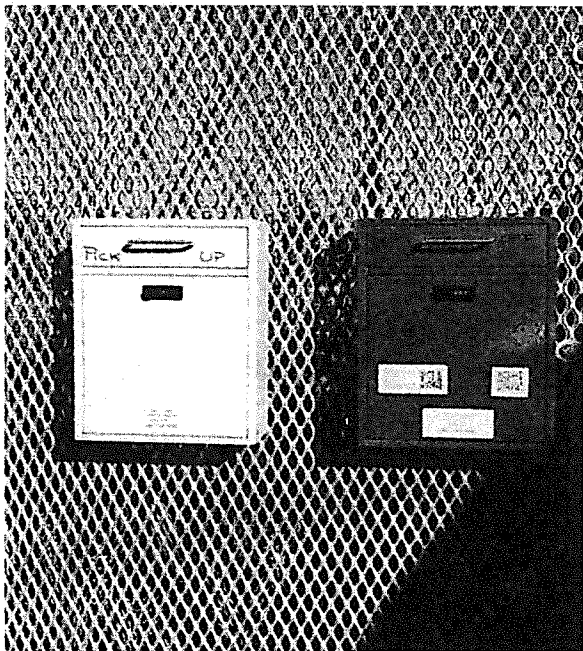


PINE AIRE

ADDRESS: 145 Pine Aire Drive, Bayshore, NY 11706

LOCATION DESCRIPTION: Located on the fence leading to the yard.

PICTURES:



PORT JEFFERSON STATION

ADDRESS: Port Jefferson Station, NY

LOCATION DESCRIPTION: Located on the front of the building adjacent to the door.

PICTURES:

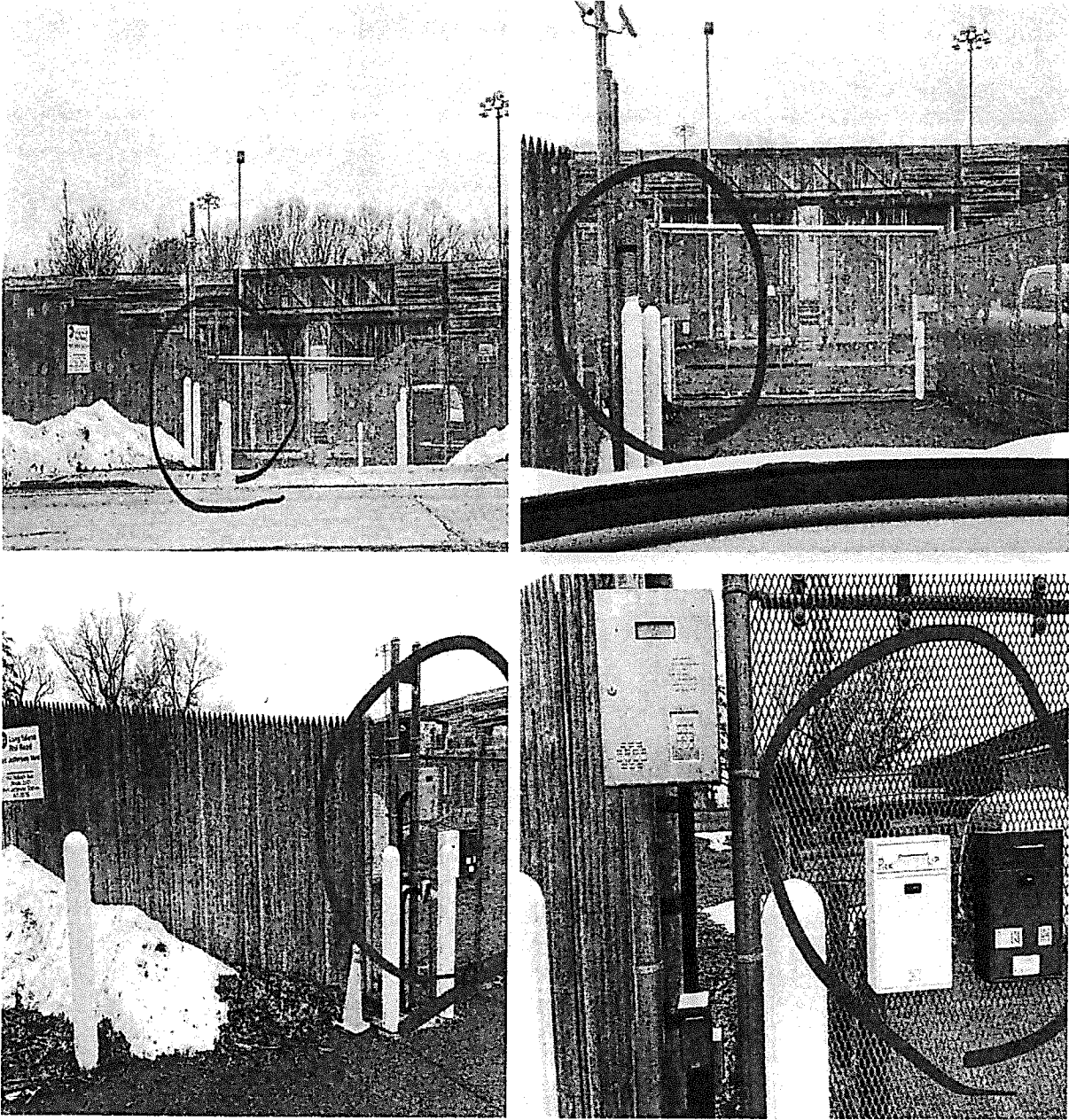


PORT JEFFERSON YARD

ADDRESS: 131 Hallock Avenue (Route 25A), Port Jefferson Station, NY 11776

LOCATION DESCRIPTION: Located at the gate entrance to the yard – next to the key swipe.

PICTURES:

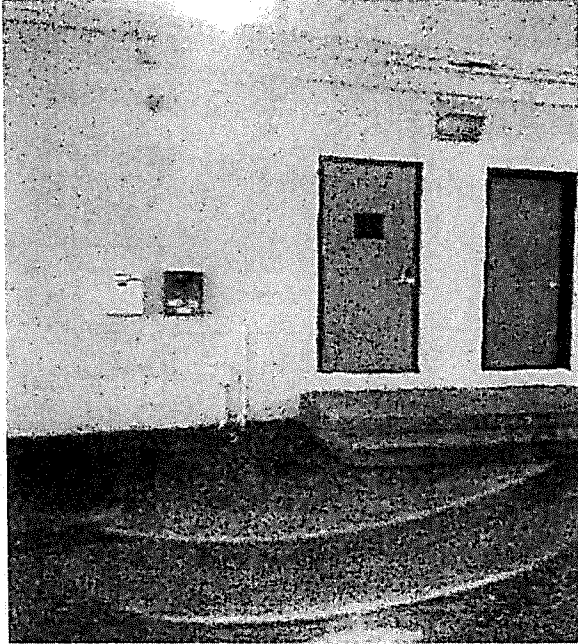


PORT WASHINGTON STATION*

ADDRESS: 101 Main Street, Port Washington, NY 11050

LOCATION DESCRIPTION: Located in the Trainmen room building adjacent to the station house.

PICTURES

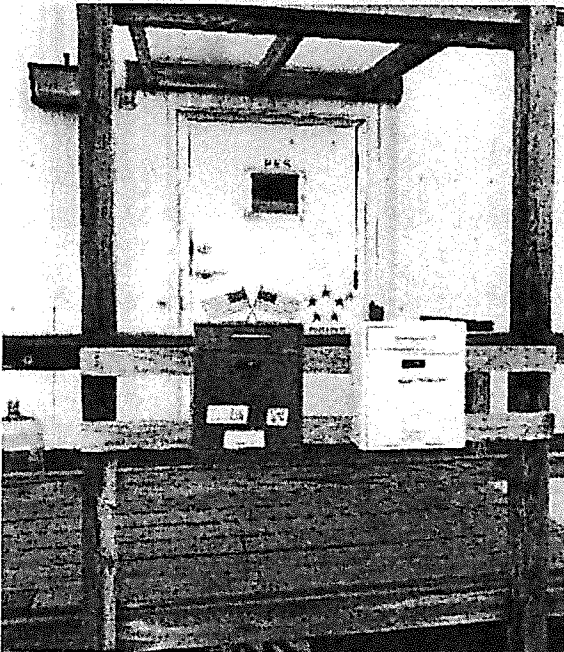
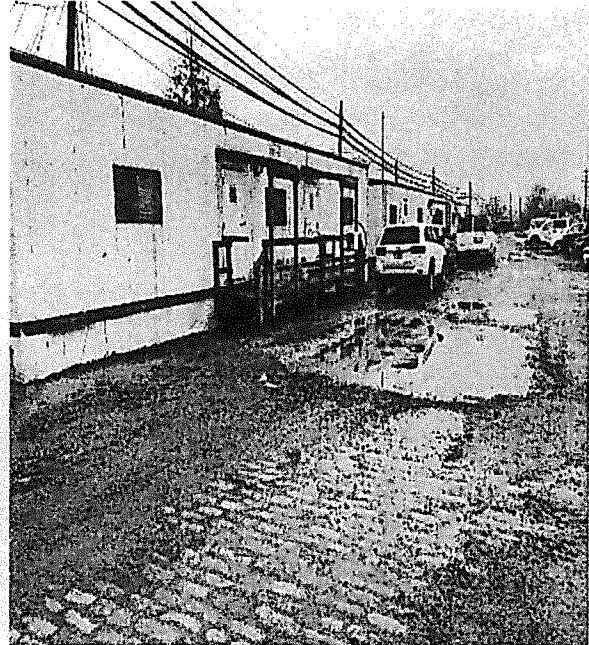
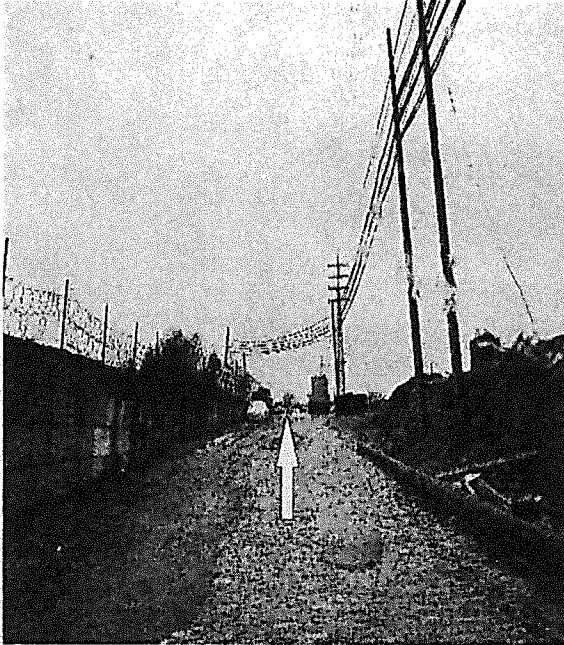


QUEENS FREIGHT

ADDRESS: 218th Street & 98th Avenue, Queens Village, NY 10928

LOCATION DESCRIPTION: Located on the front of the trailer.

PICTURES:



RICHMOND HILL ENGINEERING

ADDRESS: 132nd Street & 92nd Avenue, Richmond Hill, NY 11418

LOCATION DESCRIPTION: Located behind the gated door. A passcode is needed.

PICTURES:



RICHMOND MCGURL BUILDING

ADDRESS: 127th Street & 91st Avenue, Richmond Hill, NY 11418

LOCATION DESCRIPTION: Located at the bottom of the entrance – below the fence and mounted on the lower concrete wall.

PICTURES:



RICHMOND HILL SHERIDAN SHOP*

ADDRESS: 125-02 89th Avenue, Richmond Hill, NY 11418

LOCATION DESCRIPTION: Located in the Sheridan Shop reception area.

PICTURES:



RONKONKOMA YARD*

ADDRESS: 1100 Railroad Avenue, Ronkonkoma, NY 11779 (Southside main building)

LOCATION DESCRIPTION: Located on the south side of the building – west of the Lost & Found box.

PICTURES:

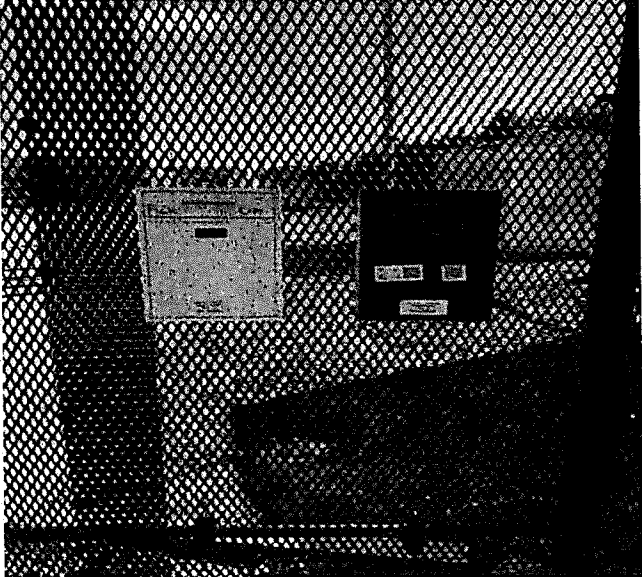


SPEONK YARD*

ADDRESS: North Phillips Road, Speonk, NY 11972

LOCATION DESCRIPTION: Located on the fence leading to the yard.

PICTURES:

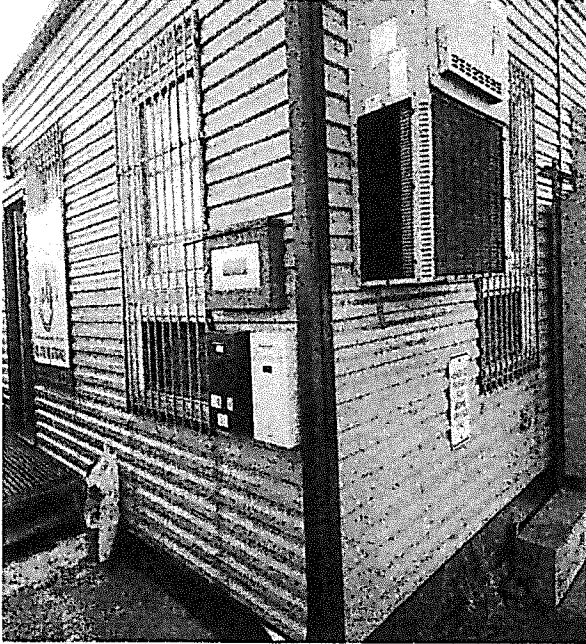


VALLEY STREAM YARD

ADDRESS: Sunrise Highway & Rockaway Boulevard, Valley Stream, NY 11580

LOCATION DESCRIPTION: Located on the corner of the building.

PICTURES:



WEST HEMPSTEAD

ADDRESS: 125 Hempstead Avenue (across from the gas station – 75 feet east of Woodfield Road && Hempstead Avenue intersections.

LOCATION DESCRIPTION:

PICTURES: Located on the corner wall on the side of the building.

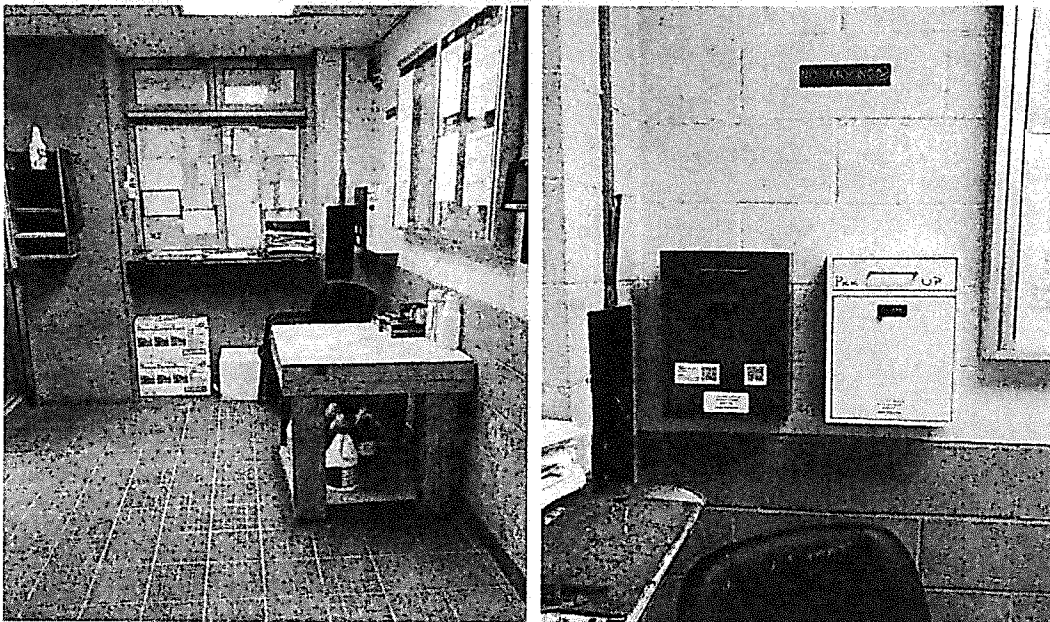


WEST YARD, BLDG #2*

ADDRESS: 300 West 12th Street, New York, NY

LOCATION DESCRIPTION: Located in the building, adjacent to the window.

PICTURES:

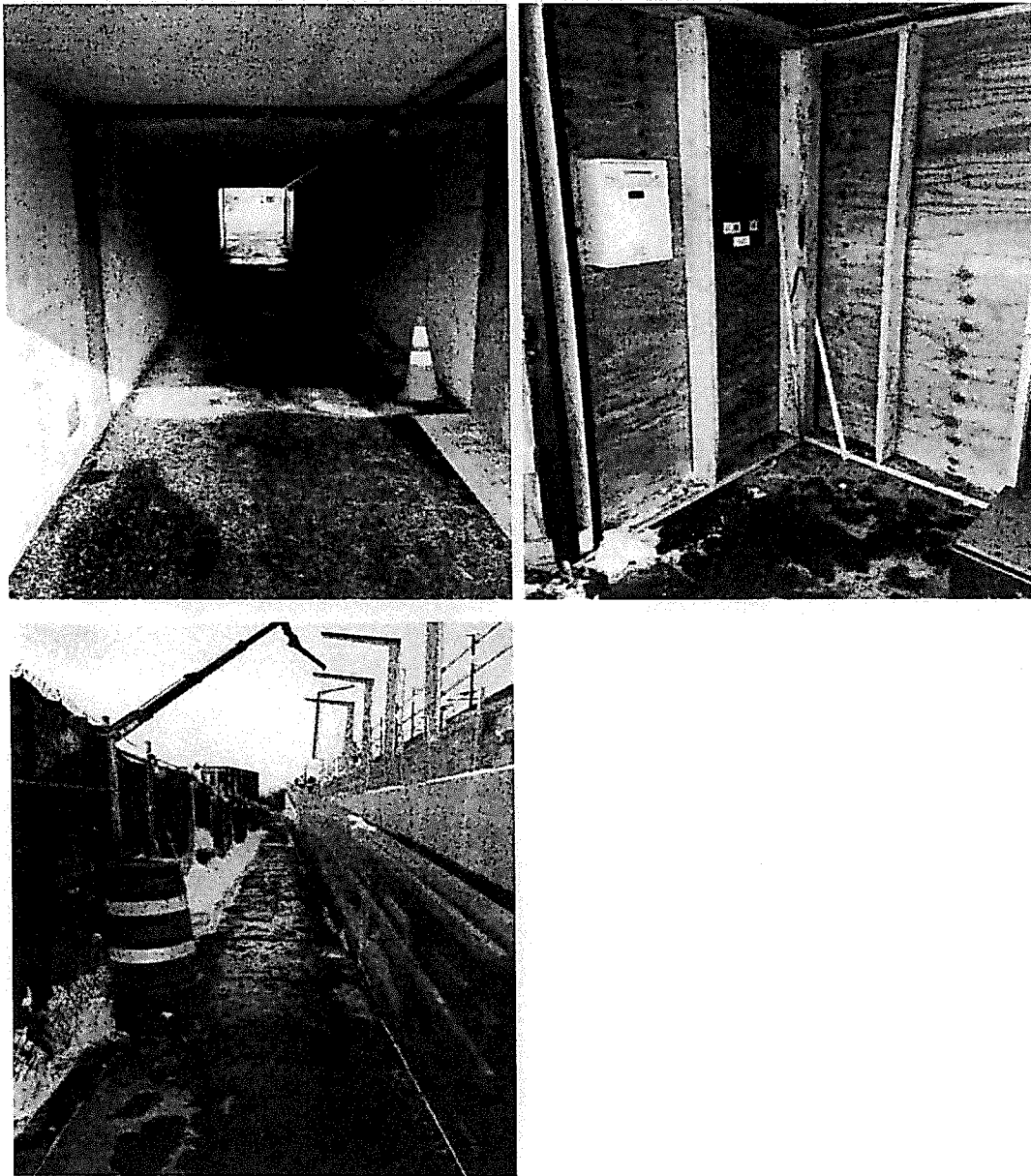


WESTBURY STATION

ADDRESS: Union & Post Avenues (1/2 mile north of Old Country Road – in TVM shed)

LOCATION DESCRIPTION: Located on the southside (eastbound) in the TVM shelter, next to the opening on the underpass that leads to the northside (westbound)

PICTURES:



**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.



LIRR MULTI-YEAR IDENTIFICATION AND FACILITY ACCESS CARD

OOS-006

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



LIRR MULTI-YEAR IDENTIFICATION AND FACILITY ACCESS CARD

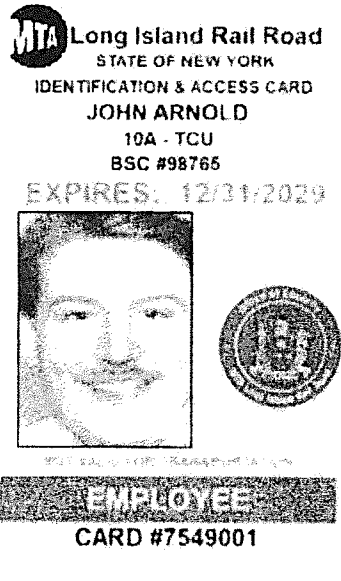
OOS-006

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





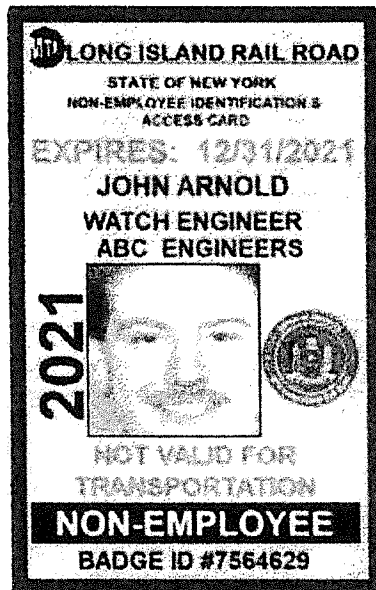
LIRR MULTI-YEAR IDENTIFICATION AND FACILITY ACCESS CARD

OOS-006

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



LIRR MULTI-YEAR IDENTIFICATION AND FACILITY ACCESS CARD

OOS-006

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: _____

Notary Stamp/Seal/ID#

Receipt #: _____

__Cash __Check __Money Order

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.

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.

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.

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.



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.

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.

**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.



- 7. 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

- 1. 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.
- 2. Ensure that before driving, the Vehicle, contains all required documentation, e.g. vehicle inspection report (where applicable), registration, insurance documentation, and gas card.
- 3. Financial responsibility for all summonses and citations, including but not limited to moving and parking violations.
- 4. 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.
- 5. 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.
- 6. 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.1.3.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. 2022- 13**

Date: March 25, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer *TAD*
Subject: Payroll Restoration – Kronos Outage Period (12/08/2021-3/08/2022)

We will begin reconciling and processing missed wages for the pay periods during the Kronos outage. Each historical week will be handled on a bi-weekly basis beginning with your checks dated 3/31/2022. Payroll Week Number 10 (3/09/2022-3/15/2022) was the first week processed in Kronos. Attached is a schedule with dates you should expect to see any wages owed to you.

There may be employees that were overpaid for various reasons, and a process is being worked out for that. **No deductions for overpayments will be made in your check dated 3/31/2022. You will be notified in writing when this will begin.**

Kronos was down from 12/08/2021 – 3/08/2022

Beginning with pay week number 49 and your check dated 3/31/2022, on a bi-weekly basis you will see payments for any shortages that occurred during the downtime on your paycheck with the current pay period. Separate checks **will not** be issued. All dates will be reflected on your paycheck.

Please take the time to set up access to the BSC Portal if you have not already done so to see your wage breakdown. The website is www.mymta.info, and there is an option with instructions for first time user setup. If you have an issue with your password that can't be resolved on the website, contact the BSC at 646-376-0123 between 8:30 AM and 5:00 PM Monday through Friday.

Here is what you can expect to be processed, one historical pay week at a time, on a bi-weekly basis (subject to change):

- ✓ Any missed timeslips not paid during the down time
- ✓ Any incorrect rates of pay where you were shorted
- ✓ Any missed hi-rates (Go-Team, Step ups, etc.)
- ✓ Any missed wage progression increases
- ✓ Any missed overtime on the boards
- ✓ Any missed holiday pay

A process is in the works for the below and **WILL NOT** be handled yet:

- ✓ Deductions for overpayments
- ✓ Payment for Timeslips dated prior to 12/08/2021 but were received within 60-days

NOTE: Health & Welfare Medical (HWM) deductions were not made in your 12/23/2021 check. These deductions will be taken out of your check dated 3/31/2022 in addition to deductions for week ending 3/22/2022.

CURRENT SCHEDULE FOR THE BI-WEEKLY KRONOS RESTORATION:

HISTORICAL WEEKS				CURRENT WEEKS			WILL BE SEEN IN
WK #	FROM	TO	PLUS	WK #	FROM	TO	CHECK DATE
49	12/8/2021	12/14/2021	+	11	3/16/2022	3/22/2022	3/31/2022
CHECK DATED 3/31/2022 WILL HAVE DOUBLE DEDUCTIONS FOR HEALTH & WELFARE MEDICAL (HWM) FOR THE ABOVE PAY PERIODS							
50	12/15/2021	12/21/2021	+	13	3/30/2022	4/5/2022	4/14/2022
51	12/22/2021	12/28/2021	+	15	4/13/2022	4/19/2022	4/28/2022
52	12/29/2021	1/4/2022	+	17	4/27/2022	5/3/2022	5/12/2022
1	1/5/2022	1/11/2022	+	19	5/11/2022	5/17/2022	5/26/2022
2	1/12/2022	1/18/2022	+	21	5/25/2022	5/31/2022	6/9/2022
3	1/19/2022	1/25/2022	+	23	6/8/2022	6/14/2022	6/23/2022
4	1/26/2022	2/1/2022	+	25	6/22/2022	6/28/2022	7/7/2022
5	2/2/2022	2/8/2022	+	27	7/6/2022	7/12/2022	7/21/2022
6	2/9/2022	2/15/2022	+	29	7/20/2022	7/26/2022	8/4/2022
7	2/16/2022	2/22/2022	+	31	8/3/2022	8/9/2022	8/18/2022
8	2/23/2022	3/1/2022	+	33	8/17/2022	8/23/2022	9/1/2022
9	3/2/2022	3/8/2022	+	35	8/31/2022	9/6/2022	9/15/2022

INSTRUCTIONS FROM BSC WEBSITE- WWW.MYMTA.INFO

Welcome to the MTA Business Service Center!

First-time Users: Complete Password Setup Before Signing On



Follow the Steps Below:

1. Before you can sign-in, you need to create a temporary password. Create the password by using a combination of your initials and the last four digits of your social security number as follows:

First name initial + last name initial + last 4 digits of your Social Security Number + @MTA
(all caps)

Example: John Doe with a last 4 SSN of 9999

Password: jd9999@MTA

2. Use your BSC ID and temporary password to complete your setup by [clicking here](#) and [following the steps](#) to create a new secure password.
3. Passwords must be at least eight characters long and must contain at least one letter, one uppercase character, one number and one special character like (#, \$, %, !).

When the password change is completed, [click here](#) to be directed back to the sign-in page where you will use your new password to sign in.



STATIONS DEPARTMENT
NOTICE NO. 2022-14

Date: March 31, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer
Subject: Holiday - Good Friday - Friday, April 15, 2022

On Friday, April 15, 2022, the following will be in effect:

TICKET AGENTS - The following positions WILL work

- A102 HSF TVM, A103 Penn TVM, A106 HSF TVM, A110 Penn, A111 Penn, A120 Penn TH, A121 Pen TH, A200 Woodside, A252 Jam Theater, A301 Valley, A303 Long Beach, A310 Hempstead, A311 Beth TVM, A403 Broadway, A505 Atlantic, A506 Atlantic, A603 Huntington, A608 Port Jeff, A700 Beth TVM, A701 Mineola, A702 Beth TVM, A708 Ronkonkoma, A710 Ronkonkoma, A801 Rockville Ctr., A802 Baldwin, A805 Mass Pk., A806 Babylon, A808 Patchogue, A900 Jam Theater, A901 Jam Theater, A941 Hicksville, A971 Huntington, A972 Ronkonkoma, A982 Beth TVM, A985 Ronkonkoma, A988 Beth TVM

TICKET CLERKS - The following positions WILL work

- C101 Penn, C102 Penn, C103 Penn, C104 Penn, C108 Penn, C114 Penn, C115 Penn, C116 P23enn, C119 Penn, C121 Penn, C124 Penn, C125 Penn, C134 Atlantic, C139 Jam PM Chf., C140 Jam PM Chf., C141 Jam, C143 Jam, C145 Jam, C146 Jam, C151 Penn TVM, C161 Jam, C162 Jam, C201 Woodside, C307 Hempstead, C310 Valley, C313 Long Beach, C403 Bayside, C406 Great Neck, C411 Port Wash, C412 Port Wash, C602 Huntington, C700 Beth TVM, C702 Beth TVM, C704 Hicksville, C706 Hicksville, C709 Beth Cshr., C802 Freeport, C804 Merrick, C805 Bellmore, C813 Babylon, CT815 Bab STIMS, C821 HSF TVM, C822 HSF TVM, C823 HSF Cshr., C830 Wyandanch, C904 Penn, C906 Atlantic, C907 Atlantic, C911 Penn, C917 Penn, C918 Penn, C952 Beth TVM, C961 Beth TVM, C964 Bab PM Ck, C997 Beth

STATION APPEARANCE MAINTAINERS - The following positions WILL work:

- ATL101, ATL102, ATL104, ATL105, ATL108, ATL110, H523 Valley Yd, H532 Babylon Yd, H543 Ronk Yd, H552 Port Wash, H553 Port Wash, H562 Jam/ATL, H573 Northport, HC521 Valley Yd, HC531 Babylon Yd, HC541 Ronk Yd, HC561 Jam/ATL, HC571 Northport, HMC101, HMC103, HMC106, HMC109, HMC111, HMC112, HMC113, HMC116, HMC118, HMC122, HMC123, HMC130, HMC131, JAM102, JAM103, JAM104, JAM108, JAM109, JAM112, JAM113, JAM118, JAM119, JAM120, JAM124, JAM130, JAM131, JAM132, JCR2, L301 Mass Pk, L302 Mineola, L304 Freeport, L307 Babylon, L308 Babylon, L309 Hicksville, L309P Hicksville, L310 Bethpage Fac, L312 Ronkonkoma, L314 Ronkonkoma, L315 Bayside, L316 Woodside, L319 Hempstead, L321 Lynbrook, L400 Copiague, L402 Seaford, L403 Rock Ctr, L404 Wyandanch, L902 Bellmore, L903 Huntington, L904 Port Wash, L905 Great Neck, L912 Ronk. Yd, MP101 - Morris Pk, RSC2 Atlantic, RSC3 Atlantic, RSC4 Atlantic, SSM1 Bab Yd, SSM5 Bab Yd, SSM9 Bethpage Fac, SSM10 Bethpage Fac, SWT15 Bab Yd, SWT19 Beth Fac, V452 Morris Pk, V453 Pt Wash, V454 Pt Wash, V455 Garden City, V456 Garden City, V459 Valley Stream, V460 Bab Yd, V461 Bab Yd, V462 Bab Yd, V464 Ronk Yd, V466 Northport, V479 Ronk Yd, V480 Ronk Yd, V484 Northport, V485 Northport, V490 VS Yd, V491 VS Yd, V492 Queens Vill., V493 Queens Vill., V919 Woodside, VD100 VD Yard, WSY101

AMBASSADOR'S – The following positions **WILL** work:

AMB01 Penn	AMB06 Jamaica
AMB02 Penn	AMB07 Jamaica
AMB05 Penn	AMB91 Jamaica
AMB50 Penn	AMB11 Atlantic
AMB90 Penn	AMB14 Atlantic
AMB99 Penn	
AMB100 Penn	
AMB101 Penn	
AMB102 Penn	

LEAD FOREMAN/FOREMAN:

OFFICES CLOSED:

MESSENGER SERVICE:

TICKET SALES:

TICKET OFFICE HOURS:

TRAIN SERVICE:

All regularly scheduled Foremen will work

Corp., Medical, Lost & Found, Mail & Ride, All Ticket Remittance
WILL NOT operate.

All ticket sales will be handled as regular weekday sales

Open locations will follow weekday hours as shown on the Ticket Sales
hours card

Will operate on a **regular** weekday schedule.



Long Island Rail Road




STATIONS DEPARTMENT

NOTICE NO. 2022-15

Date: April 4, 2022

To: Customer Service Ambassadors and Station Appearance Maintainers

From: Theresa Dorsey, Chief Stations Officer 

Subject: Busing and Customer Service Training for Station Appearance Maintainers and Customer Service Ambassadors

If you are a Station Appearance Maintainer (SAM) or a Customer Service Ambassador (AMB) we are offering customer service training and busing program training for you to be eligible to sign up to work busing programs when you are not working your regular shift or there is no work available in your craft and tours need to be covered after the ticket clerks and ticket agents have been exhausted. AMB employees will be offered the shifts before SAMs, all other established seniority rules will be followed.

If you are interested, please fill out the attached form and return it to the Crew Dispatcher's Office using any ONE of the following methods:

EMAIL: LIRRStationsDeptBids@lirr.org;

FAX: 718-558-7429;

or **INTER-OFFICE MAIL**, MC 1106.

Call the Crew Office to confirm receipt (718-558-7374)

QUALIFICATION REQUIREMENTS:

1. Attend an 8-hour customer service and busing overview class given by the Stations Department. The crew dispatching office will advise you of this training- it will be during your regular tour if possible.
2. Train/post on an 8-hour shift working a bus program with a qualified ticket clerk. The crew dispatching office will advise you of this training – most busing programs are on the weekends (relief day work will be paid at your overtime rate)

Please feel free to contact Rosina Morales with any questions pertaining to this by phone, 347-494-6071 or by email, rmorale@lirr.org.



Long Island Rail Road



**RETURN THIS FORM TO:
CREW DISPATCHER OFFICE**

EMAIL: LIRRStationsDeptBids@lirr.org; **FAX:** 718-558-7429; or **INTER-OFFICE MAIL,** MC 1106.

Employee Name: _____ LIRR ID: _____

Current Craft: _____

Current Job Number: _____ Hours worked: _____

Contact Number: _____

PLEASE READ BEFORE SIGNING
Initial each box to acknowledge

I understand that I will only be eligible to sign up for overtime on the clerks daily boards to work on a busing program (not sell tickets).

I understand that I must attend an 8-hour customer service class given by the Stations Department as well as post during an actual busing program.

I understand that qualified customer service ambassadors will be given preference to busing program shifts over station appearance maintainers.

Employee Signature: _____ Date: _____