



Long Island Rail Road
Going your way

BID SHEETS

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

May 15, 2024

**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>
3465	Stores Truck Driver Permanent (P. LaMariana)	NO BIDS RECEIVED	
3466	Warehouse Person-HSF Warehouse 15-Shop Floor Permanent (K. Boykin)	Kaleena Alves	5/15/24
3467	Assistant Warehouse Person Permanent (D. Mason)	NO BIDS RECEIVED	
3469	Warehouse Person Morris Park/Richmond Hill Temporary (A. Medina)	George Hyde	5/15/24
3470	Assistant Warehouse Person West Side Yard Permanent (S. Brisco)	Dwana Campbell	5/22/24

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

POSTED: 9:00 AM
May 15, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3471**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, May 24, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (P. LaMariana) – Permanent
RE-ADVERTISED (3438, 3446, 3448, 3451, 3454, 3457, 3460 & 3465)

LOCATION: Hillside

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday & Sunday

RATE OF PAY: \$37.906 per hour

DUTIES: Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to be familiar with the New York City and State roads, highways and expressways as they relate to the Long Island Rail Road’s property. **New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.**

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

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

POSTED: 9:00AM
May 15, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3472**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, May 24, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stockman – (K. Alves) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$42.067 per hour

DUTIES: Must be proficient in WMS and MAXIMO operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

Payroll (CTAMS), and must coordinate overtime through user departments. Monthly Stock Status reports, MP-151, SK-35, MW-12, Material Consumption report. Brass report, Wheel and Axle report, Bin Location report. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department shipping and receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications.

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

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

POSTED: 9:00 AM
May 15, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3473**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, May 24, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (D. Mason) – Permanent
RE-ADVERTISED (3459, 3462 & 3467)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.243 per hour

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
May 15, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3474**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, May 24, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
May 15, 2024

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
May 15, 2024

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

*_**

AWARD BULLETIN NO. 1799

POSITION AWARDED TO THE FOLLOWING:

Group A B. Lall (effective 5/15/2024)

*_**

AWARD BULLETIN NO. 1800

POSITION AWARDED TO THE FOLLOWING:

Job No. 40	No Qualified Bids Received
Job No. 30	No Qualified Bids Received
Job No. 32	No Qualified Bids Received
Job No. 41	No Qualified Bids Received
Job No. 28	No Qualified Bids Received
Job No. 34	No Qualified Bids Received
Job No. 8	No Qualified Bids Received

*_**

BULLETIN NO. 1801

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – MAY 24, 2024

Please note: email option for bid sheet submission – MofEBidSheets@lirr.org (LIRR MofE Bid Sheets)

JOB NO. 40

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	8:30 AM to 4:30 PM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	\$41.316 PER HOUR
QUALIFICATIONS	MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT. HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 30

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	2:30 PM to 10:30 PM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 32

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	2:30 PM to 10:30 PM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 41

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	4:30 PM to 12:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Sun-Mon 6:30 a.m. to 2:30 p.m. Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

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

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 534

REPOST

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Manager – Engineering Payroll & Operational Support, emailed to: lsaldiv@lirr.org until 5:00 PM on May 24, 2024.

POSITION: Payroll Information Clerk (Appointed)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$39.889

TOUR OF DUTY: 7:30 a.m. – 3:30 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Input data into the LIRR's Corporate Time & Attendance Management System (CTAMS) based on labor distribution sheets generated by Engineering department field employees and supervision. Such data includes employee arrival time, departure time, hours worked, leave used, maintenance and project accounting and labor distribution codes, as well as all other required information. Review labor distribution forms for completion, accuracy, and required approvals. Correspond with field supervision when required. When not inputting data, Payroll Information Clerks will perform duties including reviewing SAFER Reports and inputting them into the Efficiency Testing System (ETS), reviewing employee sick notes, archiving email submissions, and performing other clerical tasks as required.

At minimum, candidate must have intermediate computer skills, including a working knowledge of Microsoft Windows, Outlook, Excel, and Word; Payroll Information Clerks will also use Adobe Professional.

Edward McGoldrick
Chief Engineer

POSTED:

May 15, 2024

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-92

Bulletin Seq: 92

Bulletin Description: USHER BULLETIN 2/92

Open: 05/15/2024 00:01

Close: 05/24/2024 17:00

Effective: 05/29/2024 00:01

Posted: 05/13/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU2	USHERS	Permanent	NEW YORK

Location NEW YORK

Report Time 7AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$41.763 HOURLY

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

* In some instances, they must be able to work with minimal direction.

* Must work well with the public

* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

* During the course of the 3 week training program, the applicant will complete a review of all station stops.

* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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

Bulletin Description: USHER BULLETIN 2/92

Open: 05/15/2024 00:01

Close: 05/24/2024 17:00

Effective: 05/29/2024 00:01

Posted: 05/13/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH3	USHERS	Permanent	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOS

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$41.763 HOURLY

FRI JAU2 (6AM)
 SAT/SUN JAU3 (7AM)
 MON/TUES BKU1 (6AM)

*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGANING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

* In some instances, they must be able to work with minimal direction.

* Must work well with the public

* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

* During the course of the 3 week training program, the applicant will complete a review of all station stops.

* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL3-32 **Sequence:** 32

Description: TELEGRAPHERS BULLETIN 3-32

Open: 05/01/2024 00:01 Close: 05/10/2024 17:00 Effective: 05/15/2024 00:01 Posted: 04/30/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
FT2	BLOCK OPERATOR	Permanent	BROOK	Readvertise			
TR11	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON	56346	MURPHY, R	121	
JCCQN3	TRAIN DIRECTOR	Permanent	JCC TOWER	59912	TANCHAK, AT	185 FT3	BO BRK
JCCV2	TRAIN DIRECTOR	Temporary	JCC TOWER	59900	RODIONOV, VR	187 TR9	BO JCCT
JTD22	TRAIN DIRECTOR	Permanent	JCC TOWER	52542	WILLIAMSON, S	57 JTD24	TR JCCT
TR4	TRAIN DIRECTOR	Permanent	JCC TOWER	58603	TORRES, M	147 TR14	TR JCCT
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	60078	WHITTALL, MW	194 TX1001	BO LIRR

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-33

Bulletin Seq: 33

Bulletin Description: TELEGRAPHERS BULLETIN 3-33

Open: 05/15/2024 00:01

Close: 05/24/2024 17:00

Effective: 05/29/2024 00:01

Posted: 05/13/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
FT3	BLOCK OPERATOR	Temporary	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
TR9	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: JCCMT1; 601AM		
	MONDAY & TUESDAY: JCCMT2; 201PM		
	WEDNESDAY: JCCMT3; 1001PM		

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: TELBUL3-33

Bulletin Seq: 33

Bulletin Description: TELEGRAPHERS BULLETIN 3-33

Open: 05/15/2024 00:01

Close: 05/24/2024 17:00

Effective: 05/29/2024 00:01

Posted: 05/13/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
JTD24	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	2PM	
	Rest Days	MONDAY & TUESDAY	
	Rate Of Pay	\$58.878 HOURLY \$2.335 DIFFERENTIAL	

TR14	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	VARIOUS	
	Rest Days	FRIDAY & SATURDAY	
	Rate Of Pay	VARIOUS	
	SUN/MON	BJ1 BABYLON 6:00AM \$53.034 HOURLY; \$2.050 DIFFERENTIAL	
	TUES/WED	BJ2 BABYLON 2:00PM \$53.034 HOURLY; \$2.050 DIFFERENTIAL	
	THUR	BJ3 BABYLON 10:00PM \$50.585 HOURLY; \$1.952 DIFFERENTIAL	

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-59 **Sequence:** 59

Description: C/D BULLETIN 9-59

Open: 05/01/2024 00:01 Close: 05/10/2024 17:00 Effective: 05/15/2024 00:01 Posted: 04/30/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1E	CREW DISPATCHER	Permanent	JAMAICA	56045	FISCHER, TF	31 CX4006 CD LIRR
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise		
CX4006	CREW DISPATCHER	Temporary	LIRR-Extra List	Withdraw		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-60

Bulletin Seq: 60

Bulletin Description: C/D BULLETIN 9-60

Open: 05/15/2024 00:01

Close: 05/24/2024 17:00

Effective: 05/29/2024 00:01

Posted: 05/13/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
<p>APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.</p>			

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
<p>APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.</p>			

CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
<p>APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.</p>			

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

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

If you have applied previously to this posting no need to re-apply.

Date: May 15, 2024

TO ALL CLERICAL EMPLOYEES:

We will be accepting resumes for the **PERMANENT APPOINTED** position of Secretary to the Director of Terminal Operations – Manhattan. Interested applicants must forward their resumes to Steve Terracciano at sterrac@lirr.org by **5:00 PM on Friday, May 24, 2024**. The email subject line must indicate “Submission for Secretary to the Director of Terminal Operations – Manhattan”.

Position:	Permanent	Secretary - Exception 4 (P402)
Location:		Penn Station/Grand Central Madison
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$41.462
Relief Days:		Saturday/Sunday

Primary Duties:

- Direct interface with LIRR Senior Staff regarding confidential matters, scheduling meetings, and meeting agendas.
 - Perform all administrative duties including typing, filing, maintaining appointments (calendars, phones, etc.).
 - Follow-up of time sensitive issues requiring action in the absence of the Director of Terminal Operations - Manhattan.
 - Oversee and perform required department input relative to procurements.
 - Handle confidential corporate and departmental information.
 - Maintain safety related records, including station and facility audits.
 - Assist with other projects as assigned.
 - Incumbent must be knowledgeable in Microsoft Word, Excel and Access, PowerPoint, Outlook and must be able to produce graphics such as graphs and charts in the required software format.
 - Incumbent must be knowledgeable in Peoplesoft (creating Reqs, etc.) and KRONOS
 - Incumbent will have significant customer contact at Penn Station and some responsibility for resolving customer service issues.
 - Must type 45 wpm (pre-screener given)
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**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

DATE: May 15, 2024

BULLETIN NO.: SD-10-2024

This bulletin will close at 5:00 PM on Friday, May 24, 2024

It will be open to employees included in the consolidated system seniority roster for AGENT 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 **Stations Department – Crew Office, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: **LIRRStationsDeptBids@lirr.org** or you can fax your CT-88 to the crew office at 718-558-7429.

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

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

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

Position No.	1	(A900) Agent (Assigned D. Moran)
Location:	Jamaica Theatre	
Tour of Duty:	Sun/Mon – 10:00 PM – 6:00 AM Thu/Fri – 6:00 AM – 2:00 PM Sat – 2:00 PM – 10:00 PM	
Rate of Pay:	\$50.245	
Rest Days:	Tuesday/Wednesday	

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

DATE: May 15, 2024

BULLETIN NO.: SD-10-2024

This bulletin will close at 5:00 PM on Friday, May 24, 2024

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 **Stations Department – Crew Office, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: **LIRRStationsDeptBids@lirr.org** or you can fax your CT-88 to the crew office at 718-558-7429.

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

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

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

PRIMARY DUTIES WILL BE LISTED AFTER THE JOB POSTINGS

Position No.	1	Temporary	(C964) Ticket Clerk
Location:	Amityville / Babylon		
Tour of Duty:	Monday – Amityville - 6:00 AM – 2:00 PM Tuesday/Wednesday – Babylon – 6:00 AM – 2:00 PM Thursday/Friday – Babylon – 1:30 PM – 9:30 PM		
Rate of Pay:	Monday - \$37.218 Tuesday/Wednesday/Thursday/Friday - \$39.519		
Rest Days:	Saturday/Sunday		

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

Position No.	14	Temporary	(SV-01) Station Appearance Maintainer
Location:	Westhampton		
Tour of Duty:	5:00 AM – 1:00 PM		
Rate of Pay:	\$34.214		
Rest Days:	Wednesday/Thursday		

Position No.	15	Permanent	(H552) HD SAM / HD Chief Station Appearance Maintainer (Assigned B. Hardy)
Location:	Port Washington / Valley YD / Divide		
Tour of Duty:	Sunday/Monday/Tuesday – HD SAM – 6:00 AM – 2:00 PM Friday/Saturday – HD Chief SAM – 6:00 AM – 2:00 PM		
Rate of Pay:	Sunday/Monday/Tuesday - \$34.364 Friday/Saturday - \$37.914		
Rest Days:	Wednesday/Thursday		

Position No.	16	Permanent	(JAM112) Station Appearance Maintainer
Location:	Jamaica		
Tour of Duty:	Monday/Tuesday/Friday - 4:00 PM – 12:00 AM Saturday/Sunday – 1:30 PM – 9:30 PM		
Rate of Pay:	\$33.194		
Rest Days:	Wednesday/Thursday		

Position No.	17	Permanent	(V912) Station Appearance Maintainer
Location:	Morris Park/Garden City Station		
Tour of Duty:	Monday/Tuesday/Saturday/Sunday - Morris Park - 6:15 AM – 2:15 PM Friday – Garden City Station – 6:00 AM – 2:00 PM		
Rate of Pay:	\$34.214		
Rest Days:	Wednesday/Thursday		

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

Position No.	22	Permanent	(RSC1) Station Appearance Maintainer / Chief SAM
Location:	Jamaica		
Tour of Duty:	Wednesday/Thursday/Friday – SAM - 4:00 PM – 12:00 AM Saturday/Sunday – Chief SAM – 4:00 PM – 12:00 AM		
Rate of Pay:	Wednesday/Thursday/Friday - \$33.194 Saturday/Sunday - \$37.914		
Rest Days:	Monday/Tuesday		

Position No.	23	Permanent	(JAM118) Station Appearance Maintainer
Location:	Jamaica		
Tour of Duty:	9:00 PM – 5:00 AM		
Rate of Pay:	\$33.194		
Rest Days:	Friday/Saturday		

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

TICKET CLERK POSTINGS

C964, C141, TS3, TS6, TS7

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

C998, C124

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

C140

Must be qualified in the sale & accounting of tickets. Must be completely familiar with TSM ticket stock & types of tickets & Metrocards available for sale to our customers. Must be able to supervise, coordinate & instruct employees in the performance of their duties in the ticket office. Must be able to handle all transactions pertaining to the ordering & distribution of Metrocards, including maintaining all records for ordering, receipt & transfer of Metrocards. Must have a thorough knowledge of all union rules & regulations pertaining to employees under their jurisdiction. Must be able to accurately count & verify ticket clerk's cash remittances & prepare large amounts of money for Bank deposits & change orders. Must be able to sell change to ticket clerks & balance and maintain records for a large operating safe. Must interact with the armored car service personnel & verify & document deposit pickup & change order deliveries. Must order, document & transfer CF-9 ticket stock to TOMs & rolled stock & stackers to TSMs. Must have a thorough working knowledge of the Ticket Office Machine & Ticket Vending Machines & be able to service equipment, to include but not limited to replacing rolled ticket stock and ticket stackers, take test tickets, reset MKV1 and MKV2 printers, replace MKV2 printer ribbon, produce & understand operational reports, removal & replacement of TVM bill vaults/coin vaults and hoppers. Must have at least 3 years of Ticket Selling experience. Must be able to accurately process TVM revenue & prepare all revenue accounting documents. Must be able to produce & understand error & jammed ticket TSM reports & be able to re-boot TSM and properly power down TVM. Must be able to trouble shoot TVM malfunctions, such as BNA jams, coin errors & ticket stock problems. Must be familiar with the sales & accounting of tickets & revenue from special tours operated by the Group Sales Department. Must have a thorough working knowledge of the policies, topics, instructions & procedures governing Agents & Ticket Clerks. Must address customer complaints, questions & inquiries regarding the ticket office window and ticket vending machine operations and handle to a satisfactory conclusion. The position is responsible for ensuring all customer information, such as timetables, brochures & posters are available & properly displayed. Must be able to assume complete responsibility for the efficient operation of the Jamaica Station Facility under the Terminal Manager's jurisdiction during his/her absence. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Will be required to work as directed.

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

TS4

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

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

STATION APPEARANCE MAINTAINER (SAM) POSTINGS

H532, H552

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.

JAM112, JAM118

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.

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT

GCM671

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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.

RSC1

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.

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OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

V912, V917, L301, L328, L403, SL-01, SL-02, SV-01

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.

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STATIONS DEPARTMENT**

Notice of Awards to Bulletin SD-09-2024

Position Number	Type	Job Number	Name	Award Date
1	Temporary	CG941	J. Rocha	Pending
2	Permanent	C307	A. Johnson	05/15/2024
3	Temporary	CG921	N. Appel	Pending
4	Temporary	CG631	C. Pinney	05/15/2024
5	Permanent	C175	D. Knox	Pending
6	Permanent	CG943	Edison Lopez	05/15/2024
7	Permanent	H552	RE-ADVERTISED	
8	Permanent	H503	P. Williamson	05/15/2024
9	Permanent	L307	Withdrawn	
10	Permanent	GCM987	H. Sanna	05/15/2024
11	Permanent	JAM122	W. Bristol	05/15/2024
12	Permanent	V915	G. Monda	05/15/2024

**NOTICE NO. 2024-23**

Date: May 8, 2024

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*

Re: Birthday Vacation Days

Beginning May 1, 2024, employees who have three years of service who are entitled to one extra vacation day in lieu of a birthday holiday, will have the option to use the day as a single vacation day, if the day hasn't already been used yet this year.

Employees may choose one of the following options:

- Keep birthday vacation day as scheduled during the vacation picks for 2024.
- Remove birthday vacation day from scheduled week to be used as a single vacation day. Fill out the attached form and return it by May 31, 2024.

If we do not receive a form by the requested date, the birthday vacation day will remain where it is and cannot be changed.

Birthday vacation days will follow the same rules as personal days.

- Cannot be used in conjunction with Thanksgiving Day or New Year's Day
- Cannot be used after November 30
- Must be scheduled no more than 30 days in advance

If the employee has already scheduled their birthday vacation day during a December week, they may keep that as scheduled.

Once the decision to move the birthday vacation day from a scheduled week is made, there will be NO CHANGES.

Stations Department 2024 Birthday Vacation Day Request Form

(Please Print Clearly)

Name

Employee Number

Please check one:

		Station	Customer
	Ticket	Appearance	Service
Agent	Clerk	Maintainer	Ambassador
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I WOULD LIKE TO MOVE MY BIRTHDAY VACATION DAY FROM WEEK # _____

AND USE IT AS A SINGLE VACATION DAY*.

* I UNDERSTAND THAT THE USE OF THE BIRTHDAY VACATION DAY IS GOVERNED BY THE RULES FOR PERSONAL LEAVE.

Prepared By
(Signature)

Date Prepared

RETURN TO:

Stations Department

Jamaica Station

Mail Code 1106

Or email to lirrstationsdeptforms@lirr.org



NOTICE NO. 2024-26E

Date: April 11, 2024
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer
Subject: Personal Electric Vehicles (PEV) Regulations

This policy directive applies to all customers, **employees**, contractors, consultants, visitors, agencies, and departments MTA-wide. Employees must follow these restrictions on all LIRR property.

As per the new policy, PEVs are allowed on-board LIRR trains under the following regulations:

- Must not weigh more than 100lbs, have a wheel diameter greater than 27", be higher than 48" or longer than 80"
- PEVs must remain powered off during transport
- If the PEV can be folded, it must be folded or compacted and carried
- Keep clear of doors, seats, aisles, and emergency equipment
- PEVs and their batteries must never be left unattended, discarded, stored locked to any MTA asset within the system, or abandoned for any reason

Items that are NOT permitted or restricted with this policy:

- Charging of PEVs in or on any train, platform, station, facility, or terminal is **prohibited**
 - PEVs must remain powered off during transport
- Riding of PEVs in stations or on-board trains is **prohibited**
- Shared or rented PEV provider's property (e.g, Cit Bike, Lime, Bird, Lynx, etc.)
- Hoverboards are **prohibited**

Any questions please refer to any Stations Dept. Manager.