



*Bustins Island Village Corporation*  
*Established 1913*

**BOARD OF OVERSEERS**

Approved: February 24, 2012  
Version: 2.0

**Captain Job Description**

1. Title: Captain – Reports to and is directed by her\his supervisor (Boat Manager) as appointed by the Board of Overseers of the Bustins Island Village Corporation (BIVC). In the event the captain is also the Boat Manager, he/she shall report directly to the chair of the Boat Advisory Committee (BAC).
  - 1.1. Holds and maintains required United States Coast Guard (USCG) marine documents and/or licenses valid for the position of Master for Inspected Passenger vessels appropriate for the Lilly B. Meets all USCG requirements to be able to renew and maintain the documents of licenses as required by law.
  - 1.2. Subject to Random Drug testing as required by the D.O.T.
2. Duties of the Captain:
  - 2.1. Responsible for the overall operation of the vessel and in particular the safe navigation of the vessel at all times, including the supervision of the crew.
  - 2.2. Responsible for the safety of the crew and passengers at all times. Responsible for the safe stowage of all baggage and freight.
  - 2.3. Responsible for the adherence to all USCG and other federal regulations, state laws, and Bustins Island Ferry Boat Policies that the BIVC Board of Overseers reserves the right to amend or modify from time to time after considering recommendations of the BAC.
  - 2.4. Responsible for coordinating the scheduled routine boat maintenance as outlined by the Boat Manager and for contacting the Manager or Supervisor for making arrangements for any unscheduled repairs.
  - 2.5. Responsible for maintaining the regular schedule of trips to and from Bustins Island as per the summer schedule approved by the BIVC Board of Overseers after considering recommendations of the BAC. Boat Captain shall be responsible for scheduling and providing "Special Trips" when requested.
  - 2.6. Responsible for seeing that the boat is properly moored and secured at the end of each work day and for additional security as may be needed in the event of severe weather.
  - 2.7. Responsible for the inspection and maintenance of all safety, fire fighting and lifesaving equipment and shall be responsible for all drills and training of crew as required by regulatory bodies.
  - 2.8. Responsible for the safe daily transport of U.S. Mail between the South Freeport Post Office and the Bustins Island Post Office. Reimbursement for personal vehicle use for mail transport in accord with the Internal Revenue Service standard mileage reimbursement rate.
  - 2.9. Responsible for weekly transportation of designated trash containers between the island and South Freeport in accordance with instructions from the Boat Manager.

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- 2.10. Responsible for the regular updating of cell phone message for scheduling notifications, changes, etc. and for keeping the cell phone on the boat or on his/her person at all times.
3. Reporting:
  - 3.1. Responsible for accurate record keeping of the ship's log including tally of passenger totals per trip using forms provided.
  - 3.2. Responsible for issuing tickets to and collecting fares from all passengers. Accurate daily trip-by-trip records shall be kept of all ticket sales. All monies collected shall be deposited in the bank daily.
  - 3.3. Responsible for daily bank deposits of all monies collected and logging amounts and dates.
  - 3.4. Responsible for crew's and his/her timesheets and daily Captain's log stating duties performed throughout shift and submitting them to the Boat Manager on a weekly basis.
  - 3.5. Prepare a manifest of trash hauled and submit it to the Boat Manager.
4. Safety Protocols:
  - 4.1. Responsible for complying with the emergency procedures outlined by the Public Safety Committee and instructing the crew.
  - 4.2. Responsible for complying with the policies in the Captain's Handbook
  - 4.3. Report any accidents/incidents immediately to the Boat Manager according to the procedures outlined in the Captain's Handbook.
5. The BIVC Board of Overseers reserves the right to amend the duties of the captain from time to time.