



Bustins Island Village Corporation
Established 1913

BOARD OF OVERSEERS

Approved: 2/15/2020
Version: 2.2

Truck Driver Job Description

The Island Truck Driver is appointed annually by the Board of Overseers and is responsible to the Board of Overseers.

- 1) Job Requirements:
 - a) Must be at least 16 years of age
 - b) Must have a valid US driver's license
 - c) Must be able to lift 40lbs

- 2) Schedule:
 - a) Begin with first scheduled Bustins Ferry trip, usually a week before Memorial Day Weekend
 - b) End with the last scheduled trip, usually Columbus Day Weekend
 - c) Regular hours run parallel to the ferry schedule, but may be adjusted based on demonstrated demand
 - d) On call as needed

- 3) Duties and Responsibilities:
 - a) Familiarize themselves with emergency facilities, procedures, personnel and communications
 - b) Learn to operate fire-fighting equipment and participate in fire training exercises
 - c) Familiarize themselves with the first aid supply room (first aid knowledge is recommended)
 - d) Monitor the truck phone for emergency calls on 24 hours by 7-day basis
 - e) Carry Emergency Response Beeper
 - f) Meet all regularly scheduled Bustins Ferry arrivals at the public dock
 - g) Meet special Bustins Ferry trips during regular hours
 - h) Transport baggage, passengers and freight to and from the public dock to Islanders' cottages or other requested locations on the Island
 - i) Make miscellaneous pick-ups and deliveries of passengers, baggage or freight during regular hours and when given reasonable notice
 - j) Meet private boats and transport baggage, passengers and freight during regular hours and when given reasonable notice
 - k) Maintain a truck usage log in the Island truck
 - l) Arrange for an Alternate Driver when not available to perform duties and notify Superintendent prior to coverage
 - m) Pay Alternate Driver for duties covered
 - n) Comply with all provisions of the current motor vehicle and equipment use policies that apply to the Island vehicles
 - o) Operate the Island vehicle in a safe manner and at moderate speeds not to exceed 10 MPH at all times
 - p) Be responsible for unlocking and locking public wells in accordance with the well schedule as provided by the Superintendent or Water Commissioner

- 4) Alternate Drivers:
 - a) Must meet all the requirements of the Truck Driver's job
 - b) Must be willing to perform all the duties of the Truck Driver