



BOARD OF OVERSEERS

Policy Number: 108
Policy Name: Ferry Boat Policy
Version: 2.0

Approved: June 24, 2012
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Related Documents: 108-1 Fare List (Attachment #1)
108-2 Freight List (Attachment #2)
108-3 Excursion Policy (Attachment #3)

Ferry Boat Policy

The Bustins Island Village Corporation (BIVC) owns the Bustins Island ferryboat. It runs between the Town Dock in South Freeport to the Public Dock on Bustins Island. It may also run to neighboring islands as a good neighbor policy. The boat runs from approximately Memorial Day weekend through Columbus Day according to the published schedule. The regular season (full schedule) runs from mid-June through the Tuesday after Labor Day. "Off-season" is the time from Memorial Day to the start of the regular season, and from the end of regular season through Columbus Day.

Bustins Docking: The boat will dock at the Public Float. At the discretion of the captain, tides and weather permitting, the captain may dock at a private dock for a private special trip or in an emergency.

South Freeport Docking: Luggage is to be stored under the harbormaster's house until the boat arrives. Luggage must not be stored on the float.

Luggage handling: The boat must be manned at all times for safety and security reasons. Although it is not the responsibility of the crew to carry luggage, it is in their job description to help out when they can.

Fares and Freight Fees: Annually determined by the Boat Advisory Committee and approved annually by the Board of Overseers. See **Attachments #1 and #2** for Fares and Freight Fees for current year.

Exception to Fares: The following exceptions apply on regular scheduled trips only. All exceptions must be logged on the Free Ridership Log.

- Individuals as specifically designated by vote of the Board of Overseers and recorded as free riders in the Free Ridership Log.
- Boat captains
- Boat crew when necessary to make connections for a shift
- The Superintendent and Maintenance person(s) may ride free.
- Others on BIVC business may ride free. Notice must be given to the boat crew in advance of the trip
- Fares may be waived in a medical emergency.

- The round-trip rate will be reduced for the square dance caller for the CABI.

Prohibited Cargo: No gasoline or propane is allowed aboard the boat as per USCG regulations.

Trash Runs: Passengers are not permitted on trips regularly scheduled to remove trash from the island.

Use of Lilly B by Captains who are also island residents: Captains, who are island residents will be allowed to use the Lilly B to carry freight under the following conditions:

1. A \$20.00 round trip donation will be offered to the island.
2. The captain will not be paid by the island for such trips, and since it is not considered a “special” there will not be a requirement for a regular Lilly B deckhand to be on board, although having a helper onboard is permissible.
3. Such trips will be allowed with prior permission given by the Boat Manager or Chairman of the Boat Advisory Committee for scheduling purposes.
4. Such trips will not conflict with regularly scheduled trips, specials or excursions.
5. Such trips must be to carry either the Captain’s personal freight or island freight only. Passengers, other than a helper, are not allowed on board.
6. The weight and type of cargo must be within permitted limits.
7. The Captain should limit such use of the Lilly B to no more than 3 times each year.

Unauthorized Spaces: Passengers are not allowed on the roof, bow, or below deck of the boat.

Alcohol Policy: There is no drinking of alcoholic beverages aboard the boat during regularly scheduled runs or special trips to or from the island.

Smoking Policy: There is no smoking permitted aboard the boat at any time.

Pet Policy: Dogs must be on a leash. Other small pets must be in a crate, cage, etc.

Boat Responsibilities and Authorities

There are three aspects of running a ferry service:

1. The boat itself, including maintenance, slip, storing, hauling, licensing, etc. The Boat Manager carries out this authority.
2. The people who run the boat – captain and crew, work schedule, training, payroll, insurance and taxes, licensing, etc. The Boat Manager carries out this authority.
3. How the service is to be run, including schedules, routes, fares, routines, policies, etc., as set by the Board of Overseers. The Boat Advisory Committee carries out this authority.

Board of Overseers: Approves the budget, fares, schedules, expenditures, and subsidy upon recommendations by the BAC. Approves policies presented no later than the March meeting. Hires and discharges the Boat Manager and the Boat Captains with the recommendation of the BAC. Appoints the Supervisor. E-mails draft of the minutes of their meetings to the BAC chair immediately after each meeting.

Boat Advisory Committee: The Boat Advisory Committee (BAC) will consist of five members and two alternates, (the majority of who regularly use the ferry service), serving staggered three-year terms. The committee shall appoint a Chairperson, who will report to the Board of Overseers at the beginning and the end

of the boat season, at the Annual Meeting, and at any other time as needed. The mission of the BAC is to ensure the success of the Bustins Island ferry service and to support the Manager in his/her duties. The BAC, in the absence of a Supervisor, assumes responsibilities and duties of the Supervisor as needed.

The BAC is charged with the following tasks:

Draft operation policies, schedule, and routines for Board of Overseers approval to be presented no later than at the March meeting for implementation in the forthcoming season.

Recommend the hiring and discharging of the Boat Manager for approval by the Board of Overseers.

Assess and advise the Board of Overseers of any docking or mooring issues at Bustins or at South Freeport.

Promote safe loading and unloading procedures for passengers and freight.

Report to the Boat Manager any suggestions or complaints from the islanders, boat crew, or outside interests.

Promote boat usage by islanders.

Recommend the operating budget for the following summer to present to the Board of Overseers no later than the October of the previous year. (This enables salary budgets to be established for the winter hiring of the Captain and Boat Manager.)

Recommend a fiscal budget for the second half of the upcoming summer and first half of the following summer (August 1 – July 31) by May 1 for the island Treasurer to review, adjust and include in the island budget to be voted on at the Annual Meeting.

The chairman or a representative attends the meetings of the Board of Overseers as needed or requested. He/she e-mails minutes of all BAC meetings to the Board of Overseers immediately after the final BAC approval of said minutes.

Supervisor: Serves as liaison and supervisor of the Boat Manager. Substitutes for Boat Manager when necessary. Appointed by the BIVC Board of Overseers.

Boat Manager: Carries out the requirements of his/her contract and job description. Hires and discharges relief captains and deck hands. Responsible for new hires' two-week probationary period. Reports to the Board of Overseers as needed or requested at their meetings. Receives passenger comments, complaints, and suggestions and takes any necessary action. A Captain may hold the position of Boat Manager. Accountable to the Supervisor.

Captain : Carries out the requirements of his/her job description. Paid hourly. Accountable to the Boat Manager if that position is held separately.

Deck Hands: Carries out the requirements of his/her job description. Paid hourly and will not work more than 4 days in a 7-day period. Accountable to the Captain or Relief Boat Captain.

Fares: As approved from time to time by the Board of Overseers for both passengers and freight and for both regularly scheduled and special trips as shown in Attachments 1 and 2.

Baggage and Freight Rates: No charge for hand-carried regular baggage. Cash charges for other baggage, freight and animals according to the "Freight List"

Tickets: Discounted tickets will be sold on the boat in books of 10. Tickets are not valid for Special Trips and Excursions. Tickets from one season may be used for the following season but not beyond. A same day round trip ticket will be sold on the boat good for any day of the week but must be used the same day.

Special Trips: One way trips departing from either Bustins or the South Freeport wharf at other than the regularly scheduled times. Rates vary whether depending upon season and time of departure. Additional considerations apply to specials as noted below:

Advance Notice

1. Regular Season: Must call 24 hours in advance. Exceptions may be made at the discretion of the captain.
2. Off-Season: Specials depart between 0800 and 1800. 48 hours advance notice must be given. Exceptions may be made at the discretion of the captain.
3. Individual cash fares will apply on any "Special" if there are enough passengers that fares together are greater than the Special Trip Price. Specials are scheduled with the captain, in person or by phone during regular operating hours on season and must be confirmed. Off-season "Special" trips are scheduled with the Boat Manager, who must confirm the trip with the party ordering the "special." People who have arranged the Special have priority boarding on that Special.

No shows: If the party who ordered the Special does not show up **they must pay for the special.** Cancellations are taken with prior notice. See below.

Cancellations: Regular Season: Must give 24 hours notice or pay for the special. Off-Season: Must give 48 hours notice or pay for the special.

Freight Specials: If the Captain or Boat Manager determines the quantity of freight would interfere with the transportation of passengers on a "regular trip," the owner of the freight must order a special trip subject to advanced notice and confirmation as set forth in Special Trips above. "Special" trip fares will apply. The owner of the freight or his/her agent must accompany and be responsible for the handling of the freight during its transport. **Cost of loading and unloading the freight shall be contracted with the captain and crew and paid directly to them.**

Excursions: All Excursions must leave from Bustins Island. The boat may be booked in accordance with the Excursion Policy in Attachment 3 for a minimum of two hours when the Excursion does not interfere with the regular schedule. The boat manager has the option of authorizing private Excursions within Casco Bay using BIVC captain and crew.