

TRANSPORTATION DEPARTMENT- JOB DESCRIPTIONS

TRANSPORTATION COORDINATOR

Responsible for: scheduling the pickup, delivery, maintenance, rental and purchase of all production vehicles; coordinating the movement of all production vehicles; coordinating the transportation of cast and/or crew members to and from location; coordinating pickups and delivery required by production.

DRIVER CAPTAIN

Responsible for all on set movement including scheduling transportation to and from set for cast and/or crew members; any pick ups or deliveries required by the production.

HEAD DRIVER

The head driver is sole responsible for the daily operation of the assigned duties from the transportation coordinator and captain during the course of production. The head driver responsibilities shall include, but not be limited to: assisting in supervision of the transportation crew; assisting in daily departmental assignments and production paperwork; assisting in production movement; liaising with the coordinator and captain for any production tasks and schedules; observing all regulated safety requirements pertaining to the job site. The head driver is solely responsible for the daily operation of an assigned vehicle during the course of production; maintenance and ensuring the proper servicing in of the vehicle as required or as directed; complete vehicle inspection prior to and after shift; any seasonal weather maintenance. Each Head driver engaged must possess a valid minimum Class 3 and or certificates that may be required by laws established at the locations the production is operating.

HONEYWAGON DRIVER

The Wagon operator is solely responsible for the daily operation of the assigned vehicles during the course of production. The wagon operators responsibilities shall include but not limited to: driving the vehicles to and from all locations or work sites; clearing the vehicles inside and liaising with the transportation coordinator and captain for any external cleaning; observing all regulated safety requirements pertaining to the vehicles; maintenance and ensuring the proper servicing of the vehicles as required or as directed; complete vehicles inspections prior to and after locations moves; any seasonal weather maintenance.

The wagon operator shall be responsible for the cleaning and maintenance of all dressing rooms, offices and washrooms facilities on the vehicles. The Wagon operator will also ensure all facilities have adequate supplies and if running lows on supplies, will seek permission to leave set to purchase required items.

The maintenance and servicing of the vehicles shall include but not be limited to: checking all heating and air conditioning systems for functionality ensuring all water, propane, gas and tires are all acceptable. That all systems are working in the appropriate manner for seasonal requirements. The wagon operator will advise regarding any maintenance or servicing that is required that may interfere with the running of the vehicles during production.

Seasonal requirements refer to any weather-related maintenance of the vehicles IE. To clear snow or ice from the vehicles, steps, ensuring heat/air work as required and follow the appropriate safety guidelines.

The wagon operator shall observe all guidelines pertaining to safety requirements and operation of the vehicles. The wagon operator will maintain all relevant logs and trucking checklists regarding the vehicles as required. Each wagon operator engaged must possess a valid and current driver's license applicable to the vehicles and any relevant licenses and or certificates that may be required by laws established at the locations the production is operating.

MECHANIC

CAST DRIVER

The cast driver is solely responsible for the daily operation of shuttling cast in an assigned vehicle during the course of production. The cast Drivers responsibilities shall include, but not be limited to: driving the cast to and from all locations, work sites, and production appointments; cleaning the vehicles inside and out, and liaising with the coordinator and captain for any personal and productions requests; maintenance and ensuring the proper servicing of the vehicles as required or as directed; complete vehicles inspections prior to and after shifts; any seasonal weather maintenance. Must be respectful, courteous, and appropriately dressed for the position. Each cast driver engaged must possess a valid minimum class 4 driver's license and or certificates that may be required by the laws established at the locations the production is operating.

CREW DRIVER

Transporting cast and/or crewmembers to and from set. Maintenance and movement of production vehicles.

PROCESS CAR DRIVER

The duties of the Camera Car Operator shall include the delivery of the camera car and process trailer to set and in conjunction with the Key Grip, the safe operation of the camera car. These duties include assisting in the placement of vehicles on the process trailer, rigging of safety belts and guard rails on the camera car and process trailer, rigging of cameras and lighting fixtures on the camera car and process trailer as well as driving the camera while the shot is in progress. The Camera Car Operator shall be certified or approved by the camera car provider. When a camera car is in use, the Camera Car Operator shall have the final word in regards to safety issues involving equipment, actors, crew or any other persons.

PROCESS CAR ASSISTANT

The Camera Car Assistant shall take direction from the Camera Car Operator and shall assist with the rigging and securing of the camera car and process trailer. These duties shall be, but are not limited to, assisting in the securing of the vehicle on the process trailer, keeping track and taking stock of the equipment that comes with the camera car & process trailer and assisting with the securing of cameras and lighting fixtures to the process trailer. The Camera Car Assistant shall not be permitted to drive or move the camera car or the process trailer.

MAINTENANCE CAPTAIN

MAINTENANCE CREW

UNIT MOVE DRIVER/ UNIT MOVE DRIVER CLASS 1

The Unit Mover is solely responsible for the required operation of moving base camp and tech vehicles during the course of production. The unit movers' responsibilities shall include: driving the vehicles to and from a location or work site; liaising with the Coordinator, Captain and Head Driver for directions to locations and parking instructions; observe all regulated safety requirements pertaining to assigned vehicles; disconnecting the reconnecting vehicles from power units observing all regulated safety requirements;

The unit mover must have appropriate safety footwear, hi visibility wear, flashlight and gloves.

Each Unit Mover engaged must possess a valid minimum Class 4 license and or certificates that may be required by laws established at the locations the production is operating. Each class 1 Unit Mover engaged must possess a valid class 1 license and or certificates that may be required by laws established at the location the production is operating. Unit Movers operate as piece work and so require only 6 hours off between shifts of the same Production.