

**STANDARD OPERATING PROCEDURES FOR CAPTAINS, ASSISTANT CAPTAINS, MATES, DECKHANDS AND FEMALE ATTENDANTS WHILE THE BOATS ARE LOADING, OFF LOADING AND UNDERWAY**

**CAPTAIN:**

Immediate Supervisor – Port Captain

The Captains responsibilities are to familiarize themselves with the station bill and muster list of any boat they are assigned, insure the boat is in a safe and clean condition for our customers while safely navigating and operating the boat maintaining the advertised schedule. The Captain is responsible for all emergency and rescue operations

Upon docking the Captain will be in the inshore pilothouse insuring the aprons and bridge are in the correct position to receive the boat and the slip is in otherwise safe condition to dock.

Upon undocking the Captain will be in the off shore pilothouse to receive the signal from the Assistant Captain that the boat is let go. As soon as Vessel Traffic Service is contacted and it is safe to depart get the boat underway.

The Captain (taking full responsibility) may allow the Assistant Captain to make landings at Whitehall, maneuver in and out of tie up and fueling slips or get the boat underway.

**ASSISTANT CAPTAIN:**

Immediate Supervisor – Captain

The Assistant Captains responsibilities are to familiarize themselves with the station bill and muster list of any vessel they are assigned, assists the Captain in the safe and clean transport of our customers.

As the First Class Pilot the Assistant Captain must advise the Captain of any dangers, tide, current, aid to navigation changes or discrepancies occurring over the route. Assists the Captain in the operation and navigation of the ferry.

After the boat is secured to the dock take a position in the inshore pilothouse to observe the off loading and loading of the vessel in order to react to any problems that may arise during this time.

As soon as the boat is loaded, the aprons are up and the Mate has signaled the boat is let go and safe to depart the Assistant Captain will signal the Captain and transfer the controls.

After the boat clears the slip proceed to the operating Pilothouse. Makes log entries.

When the boat is tied up the Assistant Captain is responsible for securing both Pilotheuses.

**MATE KENNEDY CLASS:**  
Immediate Supervisor – Captain

The Mates responsibilities are to familiarize themselves with the station bill and muster list of any vessel they are assigned, supervise the Deckhands and Female attendant as well as assisting the customers whenever possible. Insuring the deck areas are in a safe and clean condition. Make appropriate notations on check lists located in the male rest rooms. The Mate, under the direction of the Captain, will supervise the Deckhands during emergency and rescue operations.

The Mate is to insure that the Deckhands and the female attendant are in uniform, patrolling and maintaining their stations in a safe and clean condition.

As the boat is approaching the slip the Mate will be at the inshore end of the vehicle deck observing the slip, aprons and bridge ready to wave the Captain off if any dangerous or unsafe conditions exists.

After the boat is safely in the slip drop the tie back lines and safety cables, hook up and open the gates.

Direct the off loading and loading of vehicles in a timely manner in order to maintain the schedule.

Upon completion of loading close the gates, unhook, insure the rudder pin is up and it is otherwise safe to get underway before signaling the Assistant Captain to transfer power and get underway.

While underway patrols all decks constantly on the lookout for any situation requiring attention. Insure that the Deckhands and female attendant are performing their assigned duties.

Report any situation that requires additional assistance to the pilothouse.

When the boat is tied up the Mate is responsible to secure all deck areas excluding the pilothouses.

**MATE AUSTEN CLASS:**  
The Mate onboard the Austen class follows the same operating procedures as the Mate onboard the Kennedy class with the exception of off and on loading vehicles and the rudder pin operation.

#### **MATE BARBERI CLASS:**

While docking and undocking the two Mates onboard the Barberi Class will be stationed at the inshore end of the boat. The Number 1 Mate will be on the main deck and the number 2 Mate will be at the upper embarkation deck.

Like the Austen Class there is no vehicle off loading and loading as well as no rudder pin operation. Each of the two mates will have the following areas of responsibility following the same operating procedures as the Mate onboard the Kennedy class.

Number 1 Mate will be responsible for the main deck and the New Jersey side of the saloon deck including the stairs and ramps.

The number 2 mate will be responsible for the bridge deck and the Brooklyn side of the saloon deck including the stairs and ramps.

#### **DECKHAND:**

Immediate Supervisor – Mate

The Deckhands responsibilities are to familiarize themselves with the station bill and muster list of whatever boat they are assigned, be in uniform, patrol their assigned station to insure it is in a safe, clean condition and to assist the customers whenever possible. Participate in all drills and actual emergency situation and act as a lookout as assigned.

#### **FEMALE ATTENDANT, ALL BOATS**

Immediate Supervisor – Mate

The Female Attendants responsibilities are to be on station in the female restroom and in uniform. Insure the rest room has adequate supplies and is in a safe, clean condition for the customers, immediately report any emergency situations, supply or operating deficiencies to the Mate for appropriate action.

#### **KENNEDY CLASS:**

##### **DECKHAND NUMBER 1 – BRIDGE DECK**

This station is the bridge deck, inside and outside, the officers locker room, both stair ways to the saloon deck and both pilothouses.

As the boat is approaching the slip report to the operating pilothouse and make proper announcements.

After the boat is made fast to the dock depart the pilothouse and go through the station following behind the customers picking up the large refuse.

As the boat is departing the slip report to the operating pilothouse and make the proper announcements. After making the announcements go back through the station to pick up any remaining refuse with the scoop and broom. Spot mop and wipe any spills on the decks, stairs, sills and seats.

Constantly Patrol the station being on the lookout for any situations requiring attention. Report any situations that require additional assistance to the Mate or the pilothouse.

#### DECKHAND NUMBER 2 AND 3 - SALOON DECK

Number 2 station is the Brooklyn side including the horseshoe areas.

Number 3 station is the New Jersey side including the horseshoe areas.

As the boat is approaching the slip be at the inshore end of the saloon deck. When the boat is safely in the slip drop the tie back lines and safety chains.

After the aprons are resting on the deck of the boat open the gates, attach the safety chain between the apron and the gates. As the customers leave the boat be on the lookout for anyone in need of assistance.

After the main body of the crowd is off the boat go to the off shoe end and follow behind the customers picking up the large refuse.

As the boat is loading be at the inshore end of the boat to be on the look out for anyone in need of assistance. As soon as the boat is loaded and the apron operator is ready release the safety chains and close the gates and chains.

As the boat is departing the slip go back through the station and pick up the remaining refuse with the scoop and broom. Spot mop and wipe any spills on the decks, seats and sills.

Constantly patrol the station being on the lookout for any situation requiring attention. Report any situation requiring additional assistance to the Mate or pilothouse.

#### DECKHAND NUMBER 4 – MEN'S ROOM CABIN

This station is the main deck passenger cabin and outside area on the New Jersey side, the men's room and both sets of stairs from the main deck to the saloon deck and the crew's locker room.

As the boat is approaching the slip be on station by the men's room to deter undesirables from hanging around.

After the main body of the crowd is off the boat go back through the station and follow behind the customers picking up the large refuse.

While the boat is loading recheck the men's room.

As the boat is departing go back through the station and pick up the remaining refuse with a scoop and broom. Spot mop and wipe any spills on the deck, seats, sills and stairs. Constantly patrol the station being on the lookout for any situation requiring attention. Report any situation requiring additional assistance to the mate or pilothouse.

#### DECKHAND NUMBER 5 AND 6 – MAIN DECK

Number 5 station is the New York end of the Brooklyn side passenger cabin, outside area, the New York end stairs to the saloon deck and vehicle deck. Number 6 station is the Staten Island end of the Brooklyn side passenger cabin, outside area, the Staten Island end stairs to the saloon deck and vehicle deck.

As the boat is approaching the slip the inshore end deckhand will be at the inshore end of the vehicle deck. When the boat is safely in the slip drop the safety cable then the tie back lines. As soon as the boat is settled in the throat of the bridge attach the hooks to the boat, open the gates and let the customers off.

Go back to the cars and remove the wheel chocks. (The mate will direct the unloading and loading of the vehicles).

As soon as the crowd thins go back through the station and follow behind the customers picking up the large refuse.

As the boat is loading be at the inshore end on the lookout for anyone in need of assistance. As soon as the boat is loaded and the boat is ready to be let go close the gates, raise the rudder pin, secure the safety cable and chock the wheels of the last row of vehicles.

As the boat is departing the slip go back through the station and pick up the remaining refuse with the scoop and broom. Spot mop and wipe any spills on the decks, seats, sills and stairs.

Constantly patrol the station being on the lookout for any situations requiring attention. Report any situation requiring additional assistance to the Mate or the pilothouse.

The offshore end deckhand will on station at the offshore end of the boat as the boat is approaching the slip.

As soon as the boat is made fast to the dock and the customers begin to depart follow behind picking up the large refuse.

As the boat is loading be on station by the rudder pin. Chock the wheels of the front row of vehicles. Drop the rudder pin when signaled by the pilothouse.

As the boat is departing the slip go back through the station and pick up the remaining refuse with the scoop and broom. Spot mop and wipe any spills on the

deck, seats, sills and stairs.

Constantly patrol the station being on the lookout for situations requiring attention. Report any situations requiring additional assistance to the Mate or the pilot house.

#### **BARBERI CLASS:**

##### **DECKHAND NUMBER 1**

This station is the bridge deck inside cabin, New Jersey side weather deck, the Staten Island end pilothouse and the ramps to the upper embarkation area on the New Jersey side.

The duties and responsibilities are the same as the bridge deck person assigned to the Kennedy class, including making the announcements in both directions.

##### **DECKHANDS NUMBER 2 AND 3 – SALOON DECK**

Number 2 station is the Brooklyn side of the saloon deck including the horseshoe area and the Brooklyn side stairs connecting the saloon deck to the upper embarkation area.

Number 3 station is the New Jersey side of the saloon deck including the horseshoe area and the New Jersey side stairs connecting the saloon deck to the upper embarkation area.

The duties and responsibilities are the same as the people assigned to the saloon deck aboard the Kennedy class.

##### **DECKHAND NUMBER 4 – MEN'S ROOM**

This station is all the men's rooms and the crew's locker rooms.

The duties and responsibilities are the same as the person assigned to the men's room aboard the Kennedy class.

##### **DECKHAND NUMBER 5 AND 6 – MAIN DECK**

Number 5 station is the New York half of the main deck, including the stairs between the main and saloon decks as well as the outside area of the main deck, New York end.

Number 6 station is the Staten Island half of the main deck, including the stairs between the main and saloon decks as well as the outside area of the Staten Island end.

With the exception of the rudder pin operation and vehicle loading and unloading the duties and responsibilities are the same as the people assigned to the main deck aboard the Kennedy class.

#### DECKHAND NUMBER 7 – BRIDGE UTILITY

This station is the Brooklyn side weather deck and the ramps leading to the upper embarkation area, the New York pilothouse and the officer's locker room on the bridge deck.

With the exception of making announcements the duties and responsibilities are the same as the person assigned to the bridge deck aboard the Kennedy class.

#### AUSTEN CLASS

##### DECKHANDS NUMBER 1 AND 2 - BRIDGE DECK

Station number 1 is the Brooklyn side of the bridge deck, the ramps leading to the upper embarkation areas, the upper embarkation area of the Brooklyn side and the Staten Island pilothouse.

Station number 2 is the New Jersey side of the bridge deck, the ramps leading to the upper embarkation areas, the upper embarkation area of the New Jersey side and the New York pilothouse. Deckhand number 2 is responsible for the announcements.

The duties and responsibilities are the same as the people assigned to the saloon deck aboard the Kennedy class. (with the exception of the number 2 deckhand making the announcements aboard the Austen class).

##### DECKHANDS NUMBER 3 AND 4 – MAIN DECK

Station number 3 is the New York End including the stairs on the New York end and the crew's locker room.

Station number 4 is the Staten Island end including the stairs and the Men's room

The duties and responsibilities of the number 3 and 4 deckhands are the same as the people assigned to the main deck of the Barberi class. The number 4 deckhand (Men's room) is responsible to maintain the Men's room as onboard the Kennedy class.

ALL BOATS:

DURING HOT RELIEF TIMES CREW MEMBERS WILL NOT LEAVE THEIR STATIONS UNTIL THEY ARE PROPERLY RELIEVED.

The doors on the inshore end of both the upper and lower embarkation areas will be secured open while the boat is loading and unloading customers.

ON THE AUSTEN CLASS THE UPPER LEVEL DOORS WILL NOT BE OPENED UNTIL IT IS DETERMINED THAT THE APRONS WILL CLEAR THE DOORS.

The boarding gates will not be opened until the aprons are properly positioned on the deck.

ANY "ALL HANDS" SITUATION ORDERED BY THE CAPTAIN OR THE MATE WILL TAKE PRIORITY. THE CAPTAIN, MAY AT ANY TIME, UTILIZE THE CREW AS SEEN FIT TAKING FULL RESPONSIBILITY FOR SUCH ACTIONS.

C:

D/C Grotell

A/C Albano

Port Capt. Mauldin

Port Mate Ocello

Port Chief Tettonis

Port Chief Rizzo

Director Smith

333 Lynch

M.E.B.A. Kerbawy, O'Toole