

NYCDOT Directive 87-9

**Subject: Duties and Responsibilities of Captains, Assistant Captains, Mates and Deckhands
During Off-Loading/On Loading, While Underway and When Securing Boats for the Night**

Fifteen (15) pages total including this cover



NEW YORK CITY
DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSIT OPERATIONS

Battery Maritime Building New York, N.Y. 10004 212-806-6901/2

Ross Sandler
Commissioner

Samuel I. Schwartz, P.E.
First Deputy Commissioner

Henry F. White, Jr.
Deputy Commissioner

Directive 87-9 (Ch. 1)

TO: All Port Captains, Captains, Assistant Captains, Mates, and Deckhands

FROM: D/C H. F. White, Jr. *HFW*

DATE: June 17, 1988

SUBJECT: Duties and Responsibilities of Captains, Assistant Captains, Mates and Deckhands During Off-Loading/On-Loading, While Underway and When Securing Boats for the Night (Night boat 6:30 A.M.).

1. During off-loading and on-loading, while underway and when securing boats for the night (night boat 6:30 A.M.) Captains, Assistant Captains, Mates and Deckhands will be guided in the performance of their assigned duties and responsibilities by the following:

a. Captains:

Upon docking, insure boat safely made fast to shore bridge.

After boat safely secure to shore bridge proceed to off-shore Pilot House.

When notified by Assistant Captain in inshore Pilot House that all is clear, and when otherwise safe, get boat underway.

Assistant Captain may steer, make landings, etc., at discretion of Captain, however, full responsibility remains with Captain.

b. Assistant Captains:

After boat secure to shore bridge, take position in inshore Pilot House from which to best observe inshore end of boat where made fast to shore bridge and passengers/vehicles as they off-load/on-load.

When on-loading completed, gates closed, aprons up, inshore pin up and off-shore pin down on J.F. Kennedy class, boat unhooked from shore bridge, and in all respects ready to get underway, so notify Captain in off-shore Pilot House.

After boat clear of slip, proceed to off-shore Pilot House.

Act as radar observer, steer boat, make landings, etc. at discretion of Captain.

Make entries in daily and radio logs.

When tying up boat at night responsible for securing both Pilot Houses.

Report to Captain who is responsible for his performance.

c. Mate (s):

(1) Kennedy Class -

As boat approaches slip, take position at inshore end of vehicle deck and ready boat to off-load/on-load vehicles.

Upon docking, insure boat safely made fast to shore bridge.

Direct off-loading/on-loading of vehicles, using whistle to expedite operations.

Upon completion of loading, ready boat to get underway.

When aprons up and boat ready to get underway direct deckhand to pick up rudder pin (if jammed, wait until hooks out before asking Assistant Captain for shake up), unhook from shore bridge and signal Assistant Captain in inshore Pilot House.

As boat departs slip inspect Men's Room, then check weather deck doors and windows as weather conditions dictate.

While boat underway, patrol all decks constantly on lookout for safety violations, compliance with NO SMOKING/NO RADIO PLAYING Directives, etc.

Insure that all Deckhands and Matron are on station at all times, in a proper uniform and satisfactorily performing all of their assigned duties. Designate cleaning evolution(s) to be accomplished by each Deckhand and insure that these evolutions are carried out. (See Page 14 for list of cleaning evolutions to be assigned by Mate).

When tying up boat at night responsible for securing all areas except Pilot Houses.

Report to Captain who is responsible for his performance.

Responsible for performance of Deckhands and Matron.

(2) Barberi Class:

(a) #1 Mate -

As boat approaches slip, take position at inshore end of lower embarkation deck and ready boat to off-load/on-load passengers.

Upon docking, insure boat safely made fast to shore bridge.

Direct off-loading/on-loading of passengers from lower embarkation deck.

Upon completion of loading, ready boat to get underway.

When aprons up and boat ready to get underway, unhook from shore bridge and signal Assistant Captain in inshore Pilot House.

As boat departs slip inspect Men's Rooms, then check weather deck doors and windows as weather conditions dictate.

While boat underway, patrol main deck and New Jersey side of saloon deck constantly on lookout for safety violations, compliance with NO SMOKING/NO RADIO PLAYING Directives, etc.

Insure that all Deckhands and Matron are on station at all times, in a proper uniform and satisfactorily performing all of their assigned duties. Designate cleaning evolution(s) to be accomplished by each Deckhand and insure that these evolutions are carried out. (See Page 14 for list of cleaning evolutions to be assigned by Mate).

When tying up boat at night responsible for securing all main deck areas.

Report to Captain who is responsible for his performance.

Responsible for performance of Deckhands and Matron.

(b) #2 Mate -

As boat approaches slip, take position at end of upper embarkation deck and ready boat to off-load/on-load passengers.

Upon docking insure aprons properly positioned.

Direct off-loading/on-loading of passengers from upper embarkation deck.

Upon completion of loading, ready boat to get underway.

As boat departs slip inspect Men's Rooms, then check weather deck doors and windows as weather conditions dictate. Insure bridge deck windows locked up or down.

While boat underway, patrol bridge deck and Brooklyn side of saloon deck constantly on lookout for safety violations, compliance with NO SMOKING/NO RADIO PLAYING Directives, etc.

Insure that all Deckhands and Matron are on station at all times, in a proper uniform and satisfactorily performing all of their assigned duties. Designate cleaning evolution(s) to be accomplished by each Deckhand and insure that these evolutions are carried out. (See Page 14 for list of cleaning evolutions to be assigned by Mate).

When tying up boat at night responsible for securing all top side areas.

Report to Captain who is responsible for his performance.

Responsible for performance of Deckhands and Matron.

(3) Austen Class -

As boat approaches slip, take position at inshore end of main deck and ready boat to off-load/on-load passengers.

Upon docking, insure boat safely made fast to shore bridge.

Direct off-loading/on-loading of passengers from main deck.

Upon completion of loading, ready boat to get underway.

When aprons up and boat ready to get underway unhook from shore bridge and signal Assistant Captain in inshore Pilot House.

As boat departs slip inspect Men's Rooms, then check weather deck doors and windows as weather conditions dictate.

While boat underway, patrol all decks constantly on lookout for safety violations, compliance with NO SMOKING/NO RADIO PLAYING Directives, etc.

Insure that all Deckhands and Matron are on station at all times, in a proper uniform and satisfactorily performing all of their assigned duties. Designate cleaning evolution(s) to be accomplished by each Deckhand and insure that these evolutions are carried out. (See Page 14 for list of cleaning evolutions to be assigned by Mate).

When tying up boat at night responsible for securing all areas except Pilot Houses.

Report to Captain who is responsible for his performance.

Responsible for performance of Deckhands and Matron.

(4) All Boats -

During the heaviest rush hour trips it may be difficult to get through the crowd to cover your station; however, at least one turn on each deck during these periods is a must.

d. Deckhands:

(1) Kennedy Class:

- (a) #1 Deckhand - Bridge Deck Man: Station is both Pilot Houses, entire bridge deck (inside and weather decks), officers locker room (center house), both stairways to saloon deck and standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip report to operating Pilot House and make proper announcements.

After boat made fast to dock, depart Pilot House and go to off shore end of station. Follow behind passengers picking up large refuse, papers, cups, etc.

As boat leaves slip report to operating Pilot House and make proper announcements.

After boat leaves slip depart Pilot House and go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

- (b) #2 and #3 Deckhands - Saloon Deck Men: Stations are: #2 Man, Brooklyn side of saloon deck; #3 Man New Jersey side of saloon deck and upper embarkation area. Each man responsible for standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip, be at inshore end of embarkation area, saloon deck.

When boat safely in slip, drop tie back lines if in use.

(6)

When boat made fast to dock and aprons on deck and in position, attach safety chain from aprons to gates. Open both gates and let passengers off.

As passengers leave boat, watch for anyone tripping, falling or in need of assistance.

After main body of passengers leave boat, go to off shore end of station and follow behind remaining passengers picking up large refuse, papers, cups, etc.

When boat loaded and apron man ready, release chains and close gates.

As boat leaves slip go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

- (c) #4 Deckhand - Men's Room Man: Station is Main Deck Passengers' Cabin New Jersey Side, both stairways to Saloon Deck, Men's Room on Main Deck and standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip, be on station by Men's Room to deter undesirables from hanging around.

As passengers leave boat, follow behind them picking up large refuse, papers, cups, etc.

While boat is loading re-check Men's Room.

As boat leaves slip go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Attend to Mens room as follows: check for plumbing problems; remove all debris; sweep deck; spot mop deck, if necessary; check for adequate supply of toilet paper; wipe porcelain fixtures clean and flush all urinals and commodes.

Report any situation that requires additional attention to Mate and/or Pilot House.

- (d) #5 and #6 Deckhands - End Men: Stations are: #5 Man, New York End Man; New York end of Main Deck Passengers' Cabin, Brooklyn side and Vehicle Lanes on New York End, lower embarkation area on New York End and stairways to Saloon Deck on New York End. #6 Man, Staten Island End Man; Staten Island end of Main Deck Passengers' Cabin, Brooklyn side and Vehicle Lanes on Staten Island End, lower embarkation area on Staten Island End and stairways to Saloon Deck on Staten Island End. Each man responsible for standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip, inshore end man be at inshore end of embarkation area, main deck.

When boat safely in slip, drop safety cable (during rush hour trips first drop cable then tie back).

When boat working ahead into bridge and settled, hook boat to bridge.

When hooks have strain, raise gates and let passengers off.

Go back to cars and remove chocks from under wheels of first car in each lane. Mate will direct unloading and loading of vehicles.

Go through station and pick up large refuse, papers, cups, etc.

When boat ready to leave slip, under direction of Mate, put up safety cable and chocks behind wheel of last car in each lane, pick up rudder pin, close gates and unhook boat.

As boat leaves slip, go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

Jointly responsible for cleaning crews locker room.

(2) Barberi Class:

- (a) #1 Deckhand - Bridge Deck Man: Station is entire Bridge Deck inside passenger cabin, New Jersey weather deck, ramps from New Jersey weather deck to upper embarkation area, Staten Island Pilot House and standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip report to operating Pilot House and make proper announcements.

After boat made fast to dock, depart Pilot House and go to off shore end of station. Follow behind passengers picking up large refuse, papers, cups, etc.

As boat leaves slip report to operating Pilot House and make proper announcements.

After boat leaves slip depart Pilot House and go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

- (b) #2 and #3 Deckhand - Saloon Deck Men: Stations are; #2 Man Brooklyn half/side of saloon deck and upper embarkation areas, both ends. #3 Man, New Jersey half/side of saloon deck and upper embarkation areas, both ends. Each man responsible for standing watch in operating Pilot House as arranged by Mate.

(9)

As boat approaches slip, be at inshore end of upper embarkation area.

When boat safely in slip, drop tie back lines if in use.

When boat made fast to dock and aprons on deck and in position, attach safety chain from aprons to gates. Open both gates and let passengers off.

Go to off shore end of station and follow behind passengers picking up large refuse, papers, cups, etc.

When boat loaded and apron man ready, release chains and close gates.

As boat leaves slip, go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

- (c) #4 Deckhand - Men's Room Man: Station is all public Men's rooms, all stairways and ramps except ramps from weather deck to upper embarkation areas and standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip and while in slip unloading and loading alternate between Men's rooms to deter undesirables from hanging around.

As boat leaves slip, go through station. Pick up refuse, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Attend to Men's room as follows: check for plumbing problems; remove all debris; sweep deck; spot mop deck, if necessary; check for adequate supply of toilet paper; wipe porcelain fixtures clean and flush all urinals and commodes.

Report any situation that requires additional attention to Mate and/or Pilot House.

No longer required for tie back lines; Mate and End Men now responsible for this.

- (d) #5 and #6 Deckhands - End Men: Stations are: #5 Man, New York End Man; New Jersey side/half of Main deck, lower embarkation area and rescue boat areas, New York end. #6 Man, Staten Island End Man; Brooklyn side/half of main deck, lower embarkation area and rescue boat areas, Staten Island end. Each man responsible for standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip, be at inshore end of lower embarkation area.

When boat safely in slip, drop tie back lines if in use.

When boat working ahead into bridge and settled, hook boat to bridge.

When Hooks have strain, open gates and let passengers off.

Go to off shore end of station and follow behind passengers picking up large refuse, papers, cups, etc.

When boat ready to leave slip, under direction of Mate, close gates and unhook boat.

After boat leaves slip go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

Jointly responsible for cleaning crews locker room.

- (e) #7 Deckhand - Utility Man: Station is Brooklyn side/half of weather deck (smoking cabin), ramps from Smoking Cabin to upper embarkation area, New York Pilot House, officers locker room (center house) and standing watch in operating Pilot House as arranged by Mate.

After boat made fast to dock, go to off shore end of station and follow behind passengers, picking up large refuse, papers, cups, etc.

After boat leaves slip go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

No longer required for tie back lines; Mate and End Men now responsible for this.

(3) Austen Class:

- (a) #1 and #2 Deckhands - Bridge Deck Men: Stations are: #1 Man, Brooklyn side/half of Bridge Deck, both ramps from bridge deck to upper embarkation area, upper embarkation area, and Staten Island Pilot House; #2 Man, New Jersey side/half of Bridge Deck, both ramps from Bridge Deck to upper embarkation area, upper embarkation area, New York Pilot House and all announcements. Each man responsible for standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip #1 Man go to inshore end of embarkation area, bridge deck. #2 Man report to operating pilot house and make proper announcements, then go to inshore end of embarkation area, bridge deck.

When boat safely in slip, drop chains if in use.

When boat made fast to dock and aprons on deck and in position, attach safety chain from aprons to gates. Open both gates and let passengers off.

As passengers leave boat watch for anyone tripping, falling or in need of assistance.

After main body of passengers leave boat, go to off shore end of station and follow behind remaining passengers picking up large refuse, papers, cups, etc.

When boat loaded and ready to go and apron man ready, release chains and close gates.

As boat leaves slip, #1 Man go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate; #2 Man report to operating Pilot House and make proper announcements, then go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

- (b) #3 Deckhand - End Man: Station is main deck New Jersey side row of seats, isle between side and middle row of seats, middle row of seats, lower embarkation areas, both ends, and standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip, be at in-shore end of embarkation area, main deck.

When boat safely in slip, drop safety chain then drop tie back lines if in use.

When boat working ahead into bridge and settled, hook boat to bridge.

When hooks have strain, open gates and let passengers off.

Go to off shore end of station and follow behind passengers picking up large refuse, papers, cups, etc.

When boat ready to leave slip, under direction of Mate, close gates and unhook boat.

After boat leaves slip, go back through station. Pick up remaining refuse with scoop, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.

Report any situation that requires additional attention to Mate and/or Pilot House.

Responsible for cleaning crews locker room.

- (c) #4 Deckhand - Men's Room/Utility Man: Station is all public Men's rooms, stairs from main deck to bridge deck on both ends, Brooklyn side row of seats, isle between Brooklyn side and center row of seats and standing watch in operating Pilot House as arranged by Mate.

As boat approaches slip and while in slip unloading and loading alternate between Men's rooms to deter undesirables from hanging around

As boat leaves slip, go through station. Pick up refuse, mop up all spills on deck and accomplish cleaning evolutions assigned by Mate.,

Attend to Men's room as follows: check for plumbing problems; remove all debris; sweep deck; spot mop deck, if necessary; check for adequate supply of toilet paper; wipe porcelain fixtures clean and flush all urinals and commodes.

Report any situation that requires additional attention to Mate and/or Pilot House.

(4) All Boats -

- (a) All doors on the inshore end will be secured in the open position while loading and unloading passengers. On the Austen Class, these doors will not be opened until the aprons are properly positioned on deck.

(14)

- (b) Gates will not be opened until aprons are properly positioned on deck.
- (c) Cleaning evolutions that are to be assigned by the Mate and accomplished by each deckhand on his own station after all refuse is picked up and all spills are mopped up:
 - [1] Wash/wipe unoccupied seats clean.
 - [2] Wash/wipe inside of windows clean.
 - [3] Wash/wipe window sills clean.
 - [4] Scrape stickers off bulkheads and seats.
 - [5] Wash/wipe scuff marks off bulkheads.
 - [6] Wash/wipe fire extinguisher boxes clean.
 - [7] Wash/wipe vent grills on bulkheads clean.
 - [8] Wash/wipe stainless steel window and door mouldings clean.
 - [9] Wash outside of trash receptacles clean.
- (d) Any "all hands" situation ordered by the Captain will take priority. The Master may, at anytime, utilize his crew as he sees fit, taking full responsibility for such actions.

cc: Captain Gooden/Port Captain Ryan/Port Captain Sneyers/Port Engineer Roaldsen/Port Engineer Kirkland/Ferry Terminals Manager Mr. Smith/Mr. Cornette (333)/Mr. LaRiviere (MEBA)