

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
IV	6	1	1	2/4/2015

SUBJECT: POLICY AND PROCEDURE FOR FERRY BOAT OPERATION

1. **PURPOSE:** The purpose of this directive is to establish a uniform policy and procedure for the operation of ferry boats.
2. **SCOPE:** This directive covers the general policy and operating procedures for ferry boats, major duties and responsibilities of the crew and physical requirements of the vessel.

3. POLICY AND PROCEDURE**I. General Information****A. Navigation Rules**

- 1) Louisiana is governed by a set of navigation rules established by the Coast Guard which apply uniformly to all navigable waters in Louisiana. These rules are found in "The International Regulations for the Prevention of Collision at Sea (COLREGS) and The United States Inland Rules." All Marine Masters are required to adhere to these navigational rules while on duty.

B. Training and Licensing

- 1) The Department employs Marine Masters and Marine Engineers who possess valid United States Coast Guard (USCG) licenses to operate the ferry vessels. All such personnel have received training and testing by the USCG to certify that they are knowledgeable in the related areas of navigation rules, and operation of marine vessels. All such employees also receive on-the-job training regarding specific Department practices and procedures as it relates to these areas.

C. Inspections

- 1) USCG Inspections - All ferry boats are classified as inspected passenger vessels and thus are subject to the inspection requires as outlined in 46 CFR Subchapter H (Part 78). In order to maintain a valid USCG issued "Certificate of Inspection", each vessel is subject to quarterly exams including a more comprehensive annual exam. In addition, each vessel is required to be dry-docked once every five years so that a hull and internal structures exam can be performed.
- 2) Department Inspections - In addition to the USCG required inspections, the Department conducts several periodic inspections as detailed below. Copies of each inspection are also included as appendix A in this document.
 - a. Bi-weekly Work-Site Report (bi-weekly)
 - b. General Housekeeping (monthly)
 - c. Pontoon Inspection Report (monthly)
 - d. Vessel Pre-Inspection Form (quarterly)
- 3) All Department inspections are turned in to the Marine Operations Office for review. Any discrepancies noted should trigger either a request for maintenance or a request for service by a vendor as determined by the Marine Operations Superintendent and Marine Maintenance Superintendent.

- 4) If a noted discrepancy is an item that affects the vessel's ability to remain in service, the issue should be reported immediately to either the Marine Operation Office or Marine Maintenance Office as appropriate.
- 5) Hull Inspection - Each time a ferry vessel is dry-docked, Marine Operations and/or Maintenance Personnel (as assigned) will coordinate with the responsible shipyard under contract to make an inspection of the hull, wheels, rudders strut bearings, hull bearings, keel coolers, sea chest, valves, and shafts.

D. Operating Schedule

- 1) The crossing will operate in accordance with the posted schedule for the particular crossing and a schedule will be posted in the pilot house for the Marine Master to have a ready reference.
- 2) Upon an interruption to regularly scheduled service for any reason, the Ferry Boat Master will immediately notify the Department's Traffic Management Center (TMC). The Master shall advise of the reason for the service outage and if possible, the estimated duration of the service outage, so that the information can be disseminated by the TMC. The Master shall also notify the respect Marine Operations Superintendent of the service outage. The responsible Maintenance and Operations Engineer shall be notified of any such discontinuance of service in excess of one (1) hour

E. Maintenance and Repairs

- 1) Routine - District or Section maintenance personnel will be responsible for all routine maintenance and repairs. Repairs by other than DOTD personnel must be authorized by the responsible Maintenance and Operations Engineer, unless authority has been otherwise delegated to his authorized representative such as the Marine Operations Superintendent or Marine Maintenance Superintendent. For example, repairs which require access to the internal working parts of the engine such as removing the head or which cannot be accomplished in four (4) hours will be considered to be other than routine.
- 2) Other Repairs - Major repairs and dry-docking will be the responsibility of the statewide marine unit and will be accomplished under their supervision and direction with funding provided from their budget. Funding of routine replacement items, such as filters, for fuel and oil, and other routine repair parts which are less than \$1,000 will be provided by the District.

F. Restrictions

- 1) In accordance with the Vessel Security Plan for each vessel, authorized personnel only are to be allowed to enter restricted areas. Areas to be restricted are the engine room, pilot house, storage lockers and stairways or walkways leading to these areas. Foot passengers will be restricted to well defined pathways on deck and the passenger cabins and restrooms. These restrictions will not apply during an emergency. Restrictions and restricted areas are to be posted with appropriate signs.
- 2) Only vehicles which are legal to travel on state highways without special permits will be allowed aboard ferries. The following vehicles will not be allowed aboard ferries:
 - a. Vehicles loaded to such an extent that the means of propulsion are insufficient;
 - b. Vehicles with inadequate or faulty brakes;
 - c. Gasoline tank trucks or liquid petroleum gas tank trucks loaded or empty;
 - d. Vehicles transporting explosives, chemicals, or any substance of a highly inflammable or incendiary nature;
 - e. Tank trucks with leaky spigots;
 - f. Vehicles loaded with garbage, loose hay, corn, cotton, straw, or similar material not adequately covered;
 - g. Vehicles whose load is improperly or inadequately secured so that the load or any part thereof might fall or be blown off;
 - h. Loaded log trucks;

- i. Vehicles which cause the overall load to be in excess of the allowable load per the specific vessel's stability letter issued by the USCG;
- j. In addition, New Orleans Ferry locations have a 10-ton limit.

G. Alertness and Conduct of Crew

- 1) Alertness - The crew shall be alert at all times and will not lounge around or lie down while on duty. They must remain alert to the movement of marine traffic in their vicinity and to approaching or exiting vehicular traffic to ensure safe boarding or disembarking by giving directions to the drivers. They shall at all times remain attentive and will observe, investigate, take action, and report any suspicious packages or unusual behavior by passengers in accordance with the Vessel Security
- 2) Influences — Intoxicating beverages or narcotic drugs will not be stored, consumed or served on Department owned property. The crew will not have any of these substances in their possession nor be under their influence while on duty. Any crew member taking a prescribed medication which may cause drowsiness should notify his supervisor and if necessary assigned other duties or placed on sick leave. The crew will comply in all aspects with the Department's Substance Abuse and Drug-Free Workplace Policy.
- 3) Uniforms - The Marine Master and crew will be furnished uniforms and must wear their uniforms at all times while on duty.
 - a. Marine Masters will be furnished with eleven (11) short sleeve shirts, eleven (11) pair of trousers, one (1) hat and one (1) jacket with removable liner.
 - b. Deckhands and engineers will be furnished with eleven (11) short sleeve shirts, eleven (11) pair of trousers, one (1) jacket and one (1) cap. Deckhands will be furnished with light blue uniforms and engineers with dark blue.
 - c. Each person will be responsible for the uniforms issued to him and will sign a form attesting to this and agreeing to pay for uniforms lost or not returned by them.
 - d. Uniforms that become worn beyond acceptable standards will be turned in and a replacement issued. Items which are lost or torn while the employee is on duty or because of normal wear will be replaced on a no-charge basis. Items which are lost or damaged because of abuse or neglect will be charged to the employee and payment will be made by cash, personal check or through payroll deduction. All uniform problems should be reported to the contracted uniform provider by submitting a service tag for the next scheduled uniform pick up.
 - e. An employee who leaves the Department or transfers to another District or position will have his uniforms inventoried and will pay or account for missing items. Should an employee leave the Department or refuse to pay for uniforms under circumstances outlined above, the Department will recover the cost from monies due the employee.
 - f. General appearance is extremely important when dealing with the public because their first impression of a person often determines their reaction to his directions. It is important therefore that all crew members should be neat in appearance and keep their uniform in good repair and clean.
- 4) Conduct - The crew shall always conduct themselves in a businesslike manner and will be firm but courteous in their dealings with the public. They should never argue with passengers and use of profanity or obscene language is prohibited. When passengers become unruly, cause problems or will not follow directions the local law enforcement agency should be contacted at once and assistance requested. The crew members should attempt to reason, up to a point, with someone acting improperly but should never attempt to physically subdue these individuals unless that person is endangering the vessel.

H. Official Visitors

- 1) The visitor's name, time of visit and purpose of visit shall be entered in the log for all official visits. Official visitors will have to identify themselves to a crew member who can then relay to the Marine Master the purpose of the visit. The crew and Master will cooperate with all official visitors such as Safety Inspectors, Statewide Marine Personnel, Headquarters Maintenance Personnel and Police or emergency personnel in the performance of their duties.

II. Duties and Responsibilities of Crew

A. Marine Master

- 1) The Marine Master has overall responsibility of the vessel and supervises personnel assigned to his shift. He will make appropriate entries in the log, monitor the highway and marine radios, pilot the vessel, fill out accident reports where his vessel is involved, fill out Master's Daily Shift Report, and keep other appropriate records such as timesheets, etc. The Marine Master will be responsible for ensuring that the crew members carry out their duties, keeping the vessel on schedule, maintaining order on the vessel, and holding fire drills, collision drills, and security drills in accordance with the vessel security plan once a month. He is responsible for the safe operation of the vessel and for maintaining the vessel in a clean, safe, seaworthy condition.

B. Marine Engineer

- 1) The Ferry Boat Engineer is responsible for the efficient, economical, and safe operation, maintenance and repair of diesel propelling engines. He must operate and maintain the generator and all the electrical equipment found on board. Other pieces of equipment he must operate and maintain are the fire pumps, bilge pumps, fuel pumps and other auxiliary and emergency equipment. The engineer must keep a check on fuel, water and stores and supervise the taking on of supplies. He may stand engine room watch and supervise the engine room crew in the operation of the engines. Personal participation as well as actually directing the cleaning and repair of engines, pumps, generators and other auxiliary equipment is also part of the Engineer's duties. He participates in monthly fire, boat, and security drills and he is responsible for keeping a log of engine room activities, making regular reports such as the biweekly work sit inspection and ordering necessary supplies and spare parts to maintain all engine room equipment.
- 2) The Engineer will report to the Marine Master of his shift for any special instructions and inform him of any discrepancies found when relieving shift, during the shift and before being relieved. If, for any reason, duties cannot be performed as prescribed, inform Marine Master, give specific reason and log in Engineer's log.
- 3) Specific items for which the Ferry Boat Engineer is responsible are as follows.
 - a. When coming on his shift, the engineer will check the Engineer's log and with off going watch for any special instructions;
 - b. Alternate generators, if needed;
 - c. Pay particular attention to voltage and cycles on electrical board. Check with pilot on duty when alternating generators to make sure that radar is not in "On Position". Check all oil, water levels and all gauges on all machinery. Temperature and pressure readings should be taken and recorded for main propulsion engines, generators, hydraulic components and reduction gear;
 - d. Inspect for all unusual noises, cleanliness, strange odors, excessive vibrations, sudden temperature changes by gauges and touch;
 - e. Check all belts on machinery and excessive arcing of electrical equipment;
 - f. Check for leaks in all hoses and pipe connections;
 - g. Make a check of all tools and equipment to make sure they are clean and accounted for;
 - h. Before going off his shift make sure spaces are clean and bilges are dry as possible;
 - i. Keep a list of all parts and supplies needed. Give to Marine Master of shift before being relieved;
 - j. Observe all safety requirements at all time;

- k. Make all repairs when possible. Report to Marine Master any repairs that cannot be made or any discrepancies found that he cannot correct;
- l. Make all necessary log entries and keep an accurate record of servicing of equipment such as, greasing, filter changes, etc.;
- m. Check battery charger in wheelhouse for radios twice each shift;
- n. Do not attempt to make any major repairs without approval;
- o. Check fresh water daily and top off tank as needed;
- p. Check and oil or grease any winches or other machinery on Pontoons once a week;
- q. Replace any bulbs that are burned out or need changing. Tighten or pack packing glands on main engine shafts if needed;
- r. Check all mounting bolts on all machinery. Grease all fittings at least twice a week;
- s. Main engine lube oil filters and fuel oil filters will be changed every 500 hours. Get oil samples from engines. Fill out forms as prescribed and label all cans. Engine oil will be changed every 500 hours on engines without Frantz filters and as needed on engines with Frantz filters;
- t. Clutch oil and clutch filters will be changed in accordance with the manufacturer's recommended maintenance schedule;
- u. Pack all auxiliary pumps such as sanitary, fire and bilge pumps when needed. On vessels equipped with a sanitary sewer disposal unit, the unit should also be checked to see that air blower is working and bleach container is full;
- v. Grease rudder stocks and jockey bar bushings in accordance with established maintenance schedule for each particular vessel;
- w. Change fuel oil filters, lube oil filters and oil in generators in accordance with the manufacturer's recommended maintenance schedule;
- x. Make sure fire pump is available with all valves ready for use. Log which pump is used and any troubles, of any kind, that prevented the pump from working properly;
- y. Take on fuel as prescribed for your vessel. Sound all tanks before and after fueling. Log information and submit signed fuel ticket to Marine Master;
- z. Check all lights and circuits before dark and repair if possible and change any burned out bulbs;
- aa. Check all batteries every Friday for loose connections, corrosion, bad wiring, and make sure batteries are taking a good charge;
- bb. Grease all throttle control linkage when needed;
- cc. Check air cleaners daily on main engines. If indicators are red, change or clean air filters;
- dd. Clean air cleaners in accordance with the manufacturer's recommended maintenance schedule;
- ee. Any other task required by the Marine Master or good marine practice to keep a clean and safe vessel;

C. Deckhand/Toll Collector

The deckhand must perform routine work involving manual duties aboard the ferry under the direction of the officer or operator of the vessel. He is responsible for the day-to-day tasks of making fast hawsers and mooring lines to piers, washing decks, polishing brass fixtures, chipping and painting, and loading and unloading materials. He assists in deck repairs and repairs to vessel's machinery, stands deck watch, and directs the loading, parking and unloading of vehicles. The deckhand is responsible for assisting the ferry boat engineer or oiler and performs duties as assigned by the Marine Master or other supervisors.

The Deckhand/Toll Collector is responsible for collecting tolls in accordance with established policies and procedures and will complete all necessary paperwork to document toll collections, as well as documents to record ridership counts of passengers, vehicles, and pedestrians.

III. Monitoring and Supervision of Ferry Operations

A. Headquarters Staff

A record will be kept and published annually of the number of crossings by each vessel and the number of vehicles or passengers crossed. A weekly location of all vessels will be published and a record kept of all disruptions to schedules greater than one (1) hour.

B. District Administrator/Section Head

The District Administrator/Section Head will be responsible for properly manning all vessels and assuring that all personnel are instructed as to their duties, but may also elect to delegate these responsibilities to the appropriate Maintenance and Operations Engineer. He will take steps to ensure that required records are kept and proper notification made of accidents, schedule disruptions, etc.

C. Marine Operations Superintendent

The Marine Operations Superintendent is responsible for supervising the operation, maintenance and repairs of the Ferry Boats as assigned. He will coordinate repairs of all natures, including compliance with the necessary procurement requirements and dry-docking with the stateside marine personnel and will make a physical inspection of all vessels and landings every ninety (90) days. He will ensure that proper records are kept and that the crossings are operated in accordance with Department policy and procedure. The District Administrator may delegate these duties to a Marine Master if his District is not authorized a Marine Operations Superintendent.

4. OTHER ISSUANCES AFFECTED: All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

5. EFFECTIVE DATE: This directive will become effective immediately upon receipt

JANICE P. WILLIAMS, P.E.
CHIEF ENGINEER