

## **TRANSPORT DEPARTMENT POSITIONS AND DESCRIPTIONS**

**TRANSPORT COORDINATOR:** The Transport Coordinator determines the vehicle needs for production. Responsible for scheduling the pickup, delivery, maintenance, rental, and purchase of all Production Vehicles. Their duties include attending production meetings, script breakdown, budgeting, hiring of personnel, scheduling/assigning duties within the department.

**TRANSPORT CAPTAIN:** The Captain fulfills the orders from the Transport Coordinator. Coordinating the transportation of cast and/or crew members to and from location; coordinating pickups and delivery required by production

**CO-CAPTAIN:** Working under the direction of the Transport Coordinator and Transport Captain, the Co-Captain looks after all equipment and coordinates/facilitates Unit and Tech Moves. They supervise the drivers and fulfill orders from the Captain. Responsible for hiring Unit Movers.

**SWAMPER:** Keeps trucks and generators filled with fuel. Keeps star wagons, costumes trailer, hair and makeup trailer stocked with supplies and water. Maintains and cleans Basecamp units, excluding portable washrooms.

**PICTURE VEHICLE COORDINATOR:** Duties include script breakdown, attending production meetings, budgeting, scheduling and assigning duties within the Picture Car Department. Responsible for sourcing picture vehicles and equipment.

**PICTURE VEHICLE CAPTAIN:** Takes care of the vehicles which appear on camera. This includes maintenance of picture vehicles and scheduling picture car drivers.

**PICTURE VEHICLE DRIVERS:** Responsible for moving picture cars and fulfilling orders from the Picture Vehicle Captain. They are always to remain in their vehicles in order to be able to quickly respond to instructions from the Director or their Ads.

**UNIT MOVER:** Responsible for moving production vehicles from one location to the next. Duties include laying out cable to power Basecamp and tech trucks, wrapping up cables when moving a unit, setting up stairs, ramps and railings on all

units in Basecamp, and daily inspections of their vehicles. Unit Movers fulfill orders from the Co-Captain, Swamper, and Basecamp Generator Operator.

**SHUTTLE DRIVER:** Working under the direction of the Transport Captain. Transporting all cast/crew safely to and from locations. General maintenance (fuel, tire pressure, washer fluid, checking oil level, keeping clean vehicle) and movement of production vehicles.