

Barge Operation Guidelines – (version 2.0 – revised 5/24/18)
Diamond Island Association

PREFACE –

This set of guidelines is to promote safe and efficient operation of the barge. In day-to-day operations, situations will arise that are not specifically noted here. In those rare situations, safety, common sense and experience will be the guiding factors. It may be necessary to ask more experienced personnel for direction.

SCOPE –

- The operation of the barge in a safe and efficient manner is the primary function.
- Safety of personnel, vehicles and other equipment is essential.
- The barge is privately owned and operated by and for the residents of Diamond Island.
- The barge is not for hire nor is it to be used by unauthorized personnel or vehicles.
- The barge may be operated by trained and qualified personnel only. Qualification may be acquired in one of two ways:
 1. A practical “walk-through” using these guidelines and actual hands-on operation of the barge with another qualified person, such as the BARGE MANAGER or qualified Board Member. This method is mandatory for all new hires or volunteers who have not operated the barge before. During this time the functions and location of the navigation controls will be shown and discussed.
 2. A complete review of these guidelines to answer any questions.

However, whether step #1 or #2 is used, all operators will sign off on a master sheet stating that he/she understands the basic principles of barge operation as stated here. The master sheet will be kept by a designated Board Member. This Board Member may also qualify other personnel as long as he/she is also qualified.

Once a person is deemed qualified and signed off, no requalification will be necessary.

The Board of Trustees and/or the Barge Operators Manager may disqualify an operator for reasons of neglect, incompetence, deliberate damage to the barge and/or associated equipment, or for any other reason deemed detrimental to the safety of the barge or personnel.

DEFINITIONS –

Operator – Refers to both paid and volunteer operators who are qualified per above.

Volunteer Operator – A qualified person, generally an island member, who operates the barge to assist others during off hours or other times.

Paid Operator – During a specified time of the year the Barge Manager has the obligation to hire competent personnel to operate the barge during stated operation times. The Barge Manager and/or Lead Operator is also responsible to schedule paid personnel during specified times.

Control House – The operators' area on the barge with all the navigation controls.

Barge Shed – Located on the island for operator shelter during inclement weather. The barge shed also contains many barge maintenance tools.

Barge Openers and Closers – Island residents who have volunteered to pick up the first barge operator and take off the last barge operator of the day. The opener of the barge each day should fill the fuel tank on the Genset, check oil level/add as necessary and grease all bearings via fittings. The closer should check the fuel level and add if needed.

SAFETY – Safe operation is of the utmost importance. Therefore operators must adhere to the following rules:

1. There are to be no illegal drugs or alcohol use while operating the barge.
2. Operators must be aware of their surroundings at all times.
 - a. While loading and unloading vehicles, do not stand in front of a vehicle. Do not stand with a vehicle behind you. Stand off to the side and in plain view of the driver.
 - b. Use proper and easily recognizable hand signals to direct the driver. These signals will show the driver where to drive onto or off the barge.
 - c. Operators should wear footwear that will reduce the possibility of falling, tripping and injury (should the gate hit the foot). Hard-soled shoes, tennis shoes are acceptable. Flip flops, sandals, tong type (shower shoes, slippers, etc.) are not to be worn.

- d. Operators should use caution when wearing longer coats, sweaters, and other foul weather gear, etc. around vehicles and rotating equipment.
- e. Work gloves, though not required, can be used at the operator's discretion.

Absolutely, **NO TEXTING, SURFING THE INTERNET, PERSONAL PHONE CALLS** or **FRIENDS ONBOARD** while the barge is moving across the lake transporting vehicles or on the way to pick up vehicles. If the barge is moving the operator's full attention is to be directed to any watercraft that might cross the path of the barge to enable the operator to avoid any collisions. (Sailboats have the right-of-way)

Make sure you dress appropriately. T-shirts should have appropriate and non-offensive graphics and wording.

VEHICLE IDENTIFICATION: There are 4 ways a vehicle may gain access to the island:

1. **Permanently attached windshield sticker** -- The windshield sticker identifies a vehicle in good standing with island rules/membership.
2. **Prepaid pass/Truck pass** -- If a vehicle does not have a windshield sticker they must use a prepaid pass. These are generally located in the control house. Upon a vehicle gaining access to the barge **the operator is required to ask the name and cottage number** of the person authorizing this vehicle. The operator will have the **driver sign the pass** and **the operator will place their initials, date and time on the back**. The same rule will apply to truck passes. Truck passes are to be used if the vehicle is required to drive down the middle.
3. **Temporary Pass** – If there are no prepaid passes, a temporary pass will be issued and all information will be filled out.

***All completed passes** – Prepaid, Truck and Temporary are to be placed in the red box to the right of entry door of the control house.*

4. **Construction Log** – Construction logs are generated for the convenience of the homeowner and contractor. These logs may range from lawn maintenance to major renovation and construction. Each gaining access to the island will be logged on the proper construction log. The driver of the vehicle is required to sign the log in the proper area.

OPERATION:

- A. Before loading vehicles, verify the barge is properly chained to the docking gate.
- B. Begin loading vehicles one at a time as described in safety above. Motorcycles will be loaded in the same manner as other vehicles. The rider must stay with the bike. Bicycles can be loaded between vehicles or alongside. However, they may not interfere with the operator duties.
- C. Oversized vehicles (stake bed trucks, large construction trucks, etc.) will be loaded down the middle. Some oversized vehicles may be required to travel alone.
- D. It may be necessary to engage the paddle wheels to relieve tension on the chains in extremely windy conditions.
- E. Ideally, it is desirable to load heavier vehicles on the side opposite the Genset. When all vehicles are loaded and set, disconnect the chains.
- F. Raise the gate to the full-up position using a lever. Use extreme caution when raising the gate to avoid personal injury.
- G. Engage the paddle wheels with the proper control handles located in the control house. Paddle wheels should be engaged, one at a time, with approximately 3 to 4 seconds delay between engaging.
- H. When nearing the mainland or island, disengage the paddle wheels and coast to the docking gate. It is desirable to LIGHTLY bump the landing, but always avoid landing with excessive speed and jarring vehicles.
- I. Secure both chains. **Note – It may be necessary to engage one or both paddle wheels to assist in holding the barge in place during windy or rough water conditions, or with larger vehicles as noted in C above.
- J. Safely unload and if necessary reload vehicles and continue the cycle until all vehicles are landed.
- K. Running lights should be turned on before sunset and toggle switch changed to the direction the barge is going.

The barge is to remain on the mainland or island if no other trips are immediately required and the Genset should be turned off. There is a two minute delay built in from the time you flip the switch to off and the engine shutting off.

SPECIAL OPERATION CIRCUMSTANCES –

- A. **Inclement weather** – operating in inclement weather requires the operator to use extreme caution. The barge will continue to run in rain, high-winds (less than 30mph), and on rare occasions, ice and snow. During thunderstorms, the operator must shutdown operation if lightening is in the immediate area. Barge Operator Manager will send a text message if lightening is expected.
- B. **Emergency Vehicles** will take priority over all other vehicles.
1. **Ambulances** – Upon notification an ambulance is coming to the island the operator shall move the barge to the mainland, secure it and wait. **NO OTHER VEHICLES SHALL GET ON THE BARGE.** The operator will transport the ambulance to the island and unload as quickly as possible. This may require the barge to land at a higher rate of speed and/or reverse the paddle quickly. Secure the barge, unload the vehicle and wait. **THE BARGE SHALL NOT LEAVE THE ISLAND.** (Except to pick up other emergency vehicles) Only the ambulance will be transported back to the mainland. If a family vehicle is to follow the ambulance, it may be loaded at the same time. However, if the family vehicle will not fit safely with the ambulance it will be given head of the line privileges, but others may be loaded at the same time.
 2. **Police and Firetrucks** – The same protocol will be followed, as in the case of an ambulance. However, the barge may continue standard operations while the police or firetruck is on the island, unless given instructions to the contrary by emergency personnel.
 3. **Utility Vehicles** – Utility vehicles, such as; electric company, county vehicles, telephone company and garbage truck do not get priority unless there is an emergency (i.e. power failure, sewer overflow, etc.). These emergencies must affect more than one person or may lead to property damage or physical harm to people.

SPECIAL OPERATION CIRCUMSTANCES (continued) –

- C. **Cable break or disconnect from landings** --Should operator become aware of the cable breaking, disconnecting or in any other way not being able to guide the barge properly the following sequence will be followed as closely as possible:
- Using the controls bring the barge to a controlled stop.
 - Phone the Barge Maintenance Manager, Barge Operator Manager or other designated board member and request assistance.
 - If conditions permit, use the controls to keep the barge in a fixed location. If that is not possible use the controls to steer the barge to the west side of the lake and into a circular holding pattern.
 - At the same time the operator is to blow 5 short blasts on the ferry horn, repeating as necessary. This is a universal signal of a vessel that cannot easily and readily get out of the way of other vessels. The 5 short sounds may and should be repeated as necessary to warn other vessels that the barge cannot give way.
 - Once backup help has arrived and been placed on the barge a plan as to where to relocate the barge will be developed. The relocation point will be to the main channel whenever possible but certain weather conditions may preclude this option.
 - Once a safe harbor is arrived at the barge will be secured until the necessary cable repairs can be implemented.
- D. **Loss of power while underway** -- Should the ferry loose power to the paddlewheels the operator will first ascertain if the horn needs to be used to alert other boat traffic. The signal will be 5 short blasts, repeated as necessary. Once the situation has been assessed the operator will contact the Barge Maintenance Manager or the Barge Operator Manager for instructions on resetting/restarting the GenSet. If neither is available call another designated board member and explain the situation. They will make arrangements, if the GenSet cannot be reset/restarted, to secure appropriate boats to push or pull the barge to the nearest landing to be secured.
- E. **Fire** – In the case of a fire,
- Shut off the GenSet to make sure sources that would accelerate fire (fuel, oil, hydraulics, etc.) are minimized
 - Grab the fire extinguisher just inside the operator compartment door
 - Determine as quickly as possible the exact source
 - Extinguish the fire
 - If you cannot, immediately call 911 and the Barge Maintenance Manager or Barge Operator Manager.

MAINTENANCE – The Barge Maintenance Manager is responsible for all barge maintenance. ***Operators should keep the control house, barge shed and barge deck clear of debris.*** If maintenance issues develop, the operator should report them to the Barge Maintenance Manager or Barge Operator Manager. This would include abnormal noises (squeals, rubbing sounds, odor of burning wires, etc.). These should be recorded on the Barge Maintenance Sheet (left clipboard when facing barge deck). Each operator should check the fuel level and fill if necessary at the beginning of their shift. Fuel level should never be below $\frac{1}{4}$ of a tank in case an emergency arises.