
Screen Guilds of Ireland
Competency Framework

Transportation Department



Fís Éireann
Screen Ireland





Transportation Department

Roles

1. Transport Captain
2. Unit Driver

Transport Captain

The Transport Captain is in charge of the Transport Department. This department covers the provision of cars, minibuses, trucks and vehicles used by the production. Vehicles would include cars for transporting cast and producers to and from set and airport pick-ups. Minibuses and coaches to transport crew and extras to sets.

Key tasks:

1. Makes all the preparations to ensure everything is in place for the shoot.
 2. Liaises with production to work within the budget parameters.
 3. Sources and hires transport team.
 4. Organizes and manages the running of the Transport Department – maintains a paper trail of finances etc, keeps spend updated.
 5. Creates and implements a plan as to how to transport workflow will operate throughout the shoot delegating out various responsibilities.
 6. Serves as main point of contact for the Transport Department liaising with the rest of the crew.
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Task statements

Task statement 1:

Makes all the preparations to ensure everything is in place for the shoot.

Associated activities

- ✓ Attends production meeting.
- ✓ Assesses the size and requirements of the production.
- ✓ Negotiates requirements with production.
- ✓ Liaises with Production and AD Department to ensure all transport needs are met.
- ✓ Creates a schedule with drivers and establishes what responsibilities each will have.

Task statement 2:

Liaises with Production to work within the budget parameters

Associated activities

- ✓ Establishes communication low with production.
- ✓ Breaks down the departments requirements and comes up with a budgetary plan.
- ✓ Keeps track of spending and keeps production informed.
- ✓ Flags any unforeseen costs as much in advance as possible as they arise.

Task statement 3:

Sources and hires the transport team.

Associated activities

- ✓ Breaks down the needs of the Transport Department.
- ✓ Draws on previous contacts/experience to source potential candidates.
- ✓ Holds interviews to create the best team for the job.
- ✓ Liaises with production to ensure distribution of contracts and production paperwork.

Task statement 4:

Organizes and manages the running of the Transport Department – maintains paper trail of finances, insurance etc, keeps spend updated for production.

Associated activities

- ✓ Creates and maintains digital/paper filing system to account for all spend.
- ✓ Ensures that all the relevant paperwork is in place for vehicles and drivers – tax, insurance etc.
- ✓ Signs off on time sheets, mileage forms etc. and ensures that they are filled in correctly and submitted each week.
- ✓ Generates purchase orders.
- ✓ Oversees petty cash and invoices.
- ✓ Produces transport sheets.
- ✓ Understands and works within the confines of the budget.

Task statement 5:

Creates and implements a plan as to how transport workflow will operate throughout the shoot.

Associated activities

- ✓ Works closely with the 2nd Assistant Director, Extras Coordinator and Production plans the transport needs for each day.
- ✓ Creates a break down of each day, logs what cast, crew, extras are in, if locations require buses to and from set, 4x4s etc. ultimately how many vehicles/trailers are necessary.
- ✓ Goes through pick up times with the 2nd AD to facilitate actors being ready on time.
- ✓ Liaises with the AD Department to be aware when cast are ready to travel to and from set, also when cast are wrapped and ready to go home.
- ✓ Establishes who needs exclusive transport, if anyone drives themselves, if any crew members require transport.

Task statement 6:

Serves as main point of contact for the Transport Department liaising with the rest of the crew.

Associated activities

- ✓ Knows who's who on the crew and facilitates any transport requests both on and off the set.
- ✓ Arranges for things to be collected/returned to service the set.

Technical competencies

Area	Indicators	
Excellent knowledge of the 'Rules of the Road'	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> Can drive safely and efficiently Has full drivers license
Excellent knowledge of Irish Roads and Traffic	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> Can determine the quickest route to and from destination taking into account local traffic Ability to accurately time journeys in advance to facilitate the transport plan and overall schedule
Excellent skills in logistics and planning	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> Can liaise with 2nd AD and the production office to create and implement a plan each day Can create a coherent written plan to be go on the call sheet each day
H&S Competency	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> Has read and can understand the H&S Statement and knows what applies to the Transport Department Has shown ability to follow health and safety protocols on set and location
Skill at using a computer or other digital device	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> Can do research into latest technologies/forums/use Microsoft/Google Docs to support the department
Knowledge of who's who on set	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> Has a thorough understanding of who is who, who to go to for particular issues

Unit Driver

A Unit Driver facilitates the transport needs of the production, taking instruction from and supporting the Transport Captain. Unit Drivers are responsible for driving cars and minibuses, bringing cast and crew to and from set and sometimes running production errands also.

Key tasks:

1. Runs errands for production during prep.
 2. During prep does airport runs as cast and crew arrive from abroad.
 3. During prep transports some crew and cast to and from fittings, rehearsals and meetings.
 4. During the shoot, drivers are responsible for collecting cast and bringing them to unit base in the morning, transporting them to set and back again as required and then home when they wrap.
 5. Throughout the shooting day drivers run errands for production as needed.
 6. Unit Drivers can also be responsible for collecting extras in minibuses and doing shuttle runs for crew to/from car parks to base and from base to set.
 7. When production is wrapping, they can be responsible for returning equipment and airport runs to return international crew/cast.
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Task statements

Task statement 1:

Runs errands for production during prep.

Associated activities

- ✓ Gains excellent knowledge of who's who in the production office.
- ✓ Maintains vehicle standards – clean and roadworthy at all times.
- ✓ Understands a sense of urgency where required.
- ✓ Knowledge of local area and key locations/sets.
- ✓ Recognises delicate situations and personalities and behave accordingly.

Task statement 2:

Doing airport runs as cast and crew arrive from abroad in prep.

Associated activities

- ✓ Meets and greets cast and crew arriving at the airport with a sign.
- ✓ Researches what the person looks like in advance.
- ✓ Maintains a peaceful and friendly atmosphere in the vehicle, and led by the passenger's desire to talk/not talk.
- ✓ Be punctual and constantly aware of things that might impede timekeeping – traffic/roadworks/sports events etc.

Task statement 3:

Transports some crew and cast to and from fittings, rehearsals and meetings during prep.

Associated activities

- ✓ Reads and understands the prep diary.
- ✓ Is informed as to where everything is happening, fittings, rehearsals etc.
- ✓ Is able to adapt to any last minute schedule changes or diversions from production – sometimes things don't always start/finish on time!
- ✓ Excellent knowledge of the studio/production office spaces, one way systems, parking etc.

Task statement 4:

During the shoot drivers are responsible for collecting cast and bringing them to unit base in the morning, transporting them to set and back again as required and then home when they wrap

Associated activities

- ✓ Liaises very closely with the 2nd AD regarding cast call times and requirements.
- ✓ Liaises with the 2nd AD regarding actors' schedules – they may have other things to do after they wrap on set.
- ✓ Reads and understands the call sheet.
- ✓ Reads and understands the movement order.
- ✓ Is aware of any last minute changes that may differ from what is on the call sheet.
- ✓ Establishes a flow of communication with the ADs on set in order to be aware of when actors are called and where they should be dropped to.
- ✓ Similarly, when they are wrapped and where they should be collected from on set.

Task statement 5:

Throughout the shooting day drivers will run errands for production as needed.

Associated activities

- ✓ Stands by at unit base or set depending on the Transport Captain's plan.
- ✓ Maintains strong communication link with the AD Department.
- ✓ Maintains awareness of surroundings and when close to set be conscious of having to be quiet, kill engines etc.
- ✓ Knows the local area, where are the nearest shops, cafes, petrol stations etc.

Task statement 6:

Unit drivers can also be responsible for collecting extras and crew in minibuses, and doing shuttles to/from car parks to base and from base to set.

Associated activities

- ✓ Stands by as instructed by the Transport Captain and provide a shuttle service to crew/extras.
- ✓ Is aware of and enforce rules regarding the capacity of the bus.
- ✓ Liaises with other departments to establish how many people are left and ensure everyone gets to and from destination efficiently.

Task statement 7:

When the production is wrapping they can be responsible for returning equipment and airport runs to return international crew/cast.

Associated activities

- ✓ Knows where rental houses for hired equipment are.
- ✓ Ensures that equipment is checked and signed for at the other end.

Technical competencies

Area	Indicators	
Excellent knowledge of the road/transport infrastructure	✓	Can gauge the most efficient and safest routes for each journey
Good sense of Discretion	✓	Has an awareness and sensitivity to delicate situations and personalities and can behave accordingly
Set etiquette	✓	Can understand how a set works and be aware of this at all times
Excellent knowledge of the Rules of the Road	✓	Can drive safely and efficiently always adhering to the law and the rules of the road
Full Drivers Licence	✓	Holds a drivers licence appropriate for the vehicle they will be driving on the job
H&S Competency	✓	Has read and can understand the H&S Statement and knows what applies to the Transport Department
	✓	Has shown ability to follow Health and Safety protocols on set and location
Skill at using a computer or other digital devices	✓	Can do research into latest technologies / forums / use Microsoft / Google Docs to support department
	✓	Ability to use google maps or other such software for navigation
Knowledge of who's who on set	✓	Has a thorough understanding of who is who, who to go to for particular issues



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