

The Steamer Virginia V Foundation

Dedicated to the Preservation and Operation of Puget Sound's Last Wooden Passenger Steamship

Volunteer Handbook



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WELCOME ABOARD!

The non-profit Virginia V Foundation, dedicated to the preservation and continued operation of the SS VIRGINIA V, welcomes you and all our volunteers as we share in the historic maritime tradition of Puget Sound!

The Foundation was created in 1976 by people like you with a diverse background of experience working together to assure the VIRGINIA V's continued presence on Puget Sound waters. Early foundation members included private owners from the Northwest Steamship Company, those who had served aboard as crew, and many others who simply appreciated her fine lines, steam machinery, and iconic whistle.

This handbook is designed to give you an overview of the VIRGINIA V and the organization that supports her. This handbook lays out the different volunteer opportunities on the vessel as well the basic policies and procedures involved with these efforts. We welcome the contribution of your time, talent, and willingness to help in our ongoing adventure. Keep the steam up!

- The Officers and Trustees of The *Virginia V* Foundation

THE MISSION

The mission of the Virginia V Foundation is to promote Puget Sound's maritime heritage through the restoration, preservation, operation, and interpretation of the National Historic Landmark vessel S.S. VIRGINIA V.

By maintaining the VIRGINIA V as a working vessel, as well as a living museum, the Foundation provides a first-hand opportunity to experience Puget Sound's maritime and commercial transportation heritage. As a maritime community ambassador, the Foundation plays a leading role in the Northwest region by developing partnerships with other maritime organizations and waterfront communities with educational programs that utilize the VIRGINIA V to better understand and promote the maritime history of western Washington State.

STAFF & ORGANIZATIONAL STRUCTURE

The Steamer Virginia V Foundation is governed by a Board of Trustees. The slate of officers is as follows: President (1), Vice President (1), Treasurer (1), Secretary (1), and Trustees (3 to 15). Board by laws are available upon request. Board meetings are open to the public and occur every month on the 2nd Thursday.

The Steamer Virginia V Foundation is staffed by the following positions: Executive Director, Development Director, Programs Manager, Port Captain, Director of Engineering, and Senior Docent.

VIRGINIA V SPECIFICATIONS

The Ship

Length: 125 feet on deck

Beam (Width): 24 feet

Tonnage: 99 Gross, 67 Net Displacement

(Weight): 150 tons

Propeller: 75-inch diameter, 4-bladed, with 104-inch pitch on a 5 1/2" propeller shaft.

Built in 1922 by Matt Anderson in Maplewood, Washington, for the West Pass Transportation Company of Lisabeula, Vashon Island, Washington.

The Engine

Manufacture: Heffernan Machine Works

Built: 1898, first installed on the vessel *Tyrus* in 1906

Type: Triple-Expansion, Double-Acting, Reciprocating Steam Engine

Indicated Horsepower: 400

Maximum RPM: Approximately 200

Piston Stroke: 18 inches

Cylinder Bore (Diameter): 10 1/2 inches, 16 3/4 inches, and 28.5 inches (HP, IP, and LP respectively)

VOLUNTEER POSITIONS

Maintenance Team

Keeping a vessel like the *Virginia V* going is a monumental task. Volunteers on the maintenance team (AKA: the Wednesday Group) are up to that challenge. They are responsible for all the brightwork, painting, and non-shipyard woodworking projects on the *Virginia V*. Simply put, they are the reason she looks so good. This is a drop-in volunteer position that does not require training or specific skills, however should a project require work unfamiliar to the volunteer, project supervisor(s) will provide necessary training.

Skills Required

Elbow grease and the willingness to work. Previous finish work experience is a bonus.

Schedule

Every Wednesday. Year round.

Next Steps

Contact the Executive Director to schedule a visit to the ship on Wednesdays.

Notes

Maintenance volunteers do not need to be drug tested to volunteer.

Deck Crew

Deck crew volunteers keep the *Virginia V* operational. They handle lines for public cruises, help passengers on and off the vessel, and generally help keep the boat ship-shape during excursions. Experience is preferred but not required. There are 4 different deck positions: Deck 4 through Deck 1. Deck 4 is the entry level position and all volunteers are considered eligible for Deck 4 after attending a volunteer orientation.

Skills Required

General mobility and the ability to lift 50 lbs. Consult the Deck Crew Manual for more details on the skills and duties of each

deck position

Schedule

Varies. Our busy season for excursions is April through September. Trips are mostly in the evenings, but weekend trips during the day are not uncommon.

Next Steps

Download the Deck Crew Training Manual online at www.virginia.v.org/volunteer. Then contact the V5 office to sign up for an upcoming trip on the V5.

Notes

Deck 4 does not need to be drug tested. However, to advance to Deck 3, volunteers will need to pass a drug test. This is a US Coast Guard requirement.

Docent

Docents provide event assistance, tours of the ship and share historical information about the *Virginia V* with visitors. This position requires a limited amount of training onboard the ship and the study of important historical events and documents that relate to the V5.

Skills Required

Good people skills. Love of history.

Schedule

Docents are needed most weekends for open ships, and during the busy season as helpers in event production during public cruises.

Next Steps

Download the Docent Manual from the Foundation website. Contact the V5 office to set up a training session

Notes

Docents do not need to be drug tested to volunteer.

Engineering

Engineers keep the heart of the ship, her over 100 year old steam engine, going. Folks interested in this position will learn about steam engines, oiling, and the general systems of the *Virginia V*. The engine compliment is as follows: Chief Engineer, Fire/Water Tender, and Trainee. The Trainee is the entry level position.

Skills Required

Some basic mechanical knowledge is a plus but not necessary. Must be able to get up and down ladders and squeeze into tight spaces. An affinity for grease is helpful.

Schedule

Varies. Our busy season for excursions is April through September. Trips are mostly in the evenings, but weekend trips during the day are not uncommon.

Next Steps

Download the Engineering Crew Manual from the Foundation website. Contact the V5 office to sign up for training session

Notes

Trainees do not need to be drug tested. However, Fire/Water Tenders and Chief Engineers must complete a drug test.

VOLUNTEER MANAGEMENT

Communications

All communications with volunteer will be handled by the Steamer Virginia V Foundation staff.

Volunteer Benefits

The Steamer Virginia V Foundation volunteers will receive the following benefits:

- 5% of all tickets for public event will be set aside for volunteer and their families. These tickets will be given out on a first-come first-serve basis. (However, you can always ask for more. It depends on the event).
- 50 hours of volunteering on the V5 will qualify a volunteer for a free membership to the Steamer Virginia V Foundation.
- All volunteers will receive at least one free Steamer Virginia V Foundation shirt a year.
- V5 volunteers and their families will be invited on non-public placement cruises like fuel runs and staging runs.

Scheduling

All scheduling of volunteers will be handled by the Steamer Virginia V Foundation staff and designated volunteers.

VOLUNTEER CODE OF CONDUCT

Respect

Treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I work. Be courteous and polite in all actions.

Avoid profane and abusive language and disruptive behavior that is dangerous to self and others.

Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client or other person.

Not to pressure anyone to accept my political, cultural, or religious beliefs.

Personal responsibility

Be dependable, recognizing the commitment and responsibility to my volunteer assignment.

Accept assignment consistent with my interest, abilities, and available time.

Accept assignment with an open mind and a willingness to learn.

Serve as a goodwill ambassador and interpreter of the VIRGINIA V

Show up for your scheduled shifts or call the office/crew leader at least 24 hours in advance if you cannot make.

Log your volunteer hours.

Safety

Not use, possess, or be under the influence of alcohol or illegal drugs at any time.

Abstain from all illegal activity.

Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and clothing, and reporting accidents, injuries, and unsafe situations.

Report suspicious activities to the appropriate legal authorities.

Collaboration

Be a team player. Keep an open mind and value the input and suggestions of my fellow volunteers, hosts, co-workers, and colleagues. Come to decisions democratically. Seek consensus.

Be patient when working on group projects. React with grace when your idea is not the one chosen. Support your project to the best of your ability.

Volunteer Rights

1. Receive training and supervision appropriate and necessary to your applied position
2. A safe working environment
3. A harassment-free working environment
4. Support from staff and/or trustees in working out any problem that may arise

If you feel that any of these rights are not being met, please contact the office immediately at 206-624-9119 or email info@virginiav.org.

VOLUNTEER POLICIES

Purpose of Policy

The purpose of the volunteer policies is to provide guidance and direction to staff, crew, trustees and volunteers in regards to volunteer involvement and management efforts. Unless specifically stated, these policies apply to all non-elected volunteers in all programs and projects undertaken by or on behalf of the organization, and to all departments and sites of operation of the program. Alterations to or exceptions from these policies may only be granted by the decision of the Board of Trustees, and must be obtained in advance and in writing. Policies and procedures not specifically covered in these policies shall be determined by the project leader and/or General Manager.

Alcohol and Drug Use

In conformance with the United States Coast Guard rules and regulations, no crew member shall be under the influence of drugs or alcohol during their volunteer shift. Violation of the policy is grounds for immediate dismissal from the volunteer program.

Accident or Injury

Volunteers must notify the officer in charge, office staff, and/or call 911 immediately if they are injured while doing volunteer work or if they witness an accident or injury or someone else. An injury report must be filled out for any injury to a staff person, crew, volunteer or visitor.

Please Note: *The Virginia V Foundation provides no insurance coverage for volunteers who are injured on the job. Volunteers accept their own risk of injury while working, and will be responsible for necessary medical treatment.*

Attendance

Cancellations by volunteers signed up for shifts present a great deal of hardship for V5 crew and staff. Not showing up for your shift can cause a poor visitor experience at best, or temporary closures and cancellation of programs at worst. No show can be cause for reassignment or dismissal. If you need to reschedule your shift, please call at least 24 hours in advance.

Dismissal

Volunteers who do not adhere to the rules and procedures of the Steamer Virginia V Foundation may be subject to dismissal. Reasons for dismissal may include, but are not limited to: use of alcohol on or around V5 during shifts, intoxication while on shift or in contact with passengers, use of illegal drugs while onboard the V5 or participating in V5 programs, repeated absenteeism, failure to pass the required drug test, inappropriate behavior and/or harassment of other volunteers, crew, passengers or staff, unsafe practices, or falsification of information on a volunteer application. Dismissed volunteers will be removed from all mailing lists and forfeit all volunteer privileges and benefits. Volunteers who have been dismissed may ask to be considered for reinstatement by requesting a General Manager, and Ship's Officers review, but would need to apply as a new volunteer.

Grievance Process for Volunteers

Volunteers experiencing difficulties with a staff, crew member, or other volunteer are recommended to follow this process (in this order):

1. Talk directly to the staff person, crew member or volunteer with whom you are having a problem and try to come to a resolution.
2. Bring your concern to a Virginia V Foundation staff member and ask for a grievance plan to be filled out.
3. If the grievance plan isn't being executed or you have difficulty working with your immediate supervisor in charge, talk with a member of the Board of Trustees.

Harassment Policy

Inappropriate behavior such as sexual harassment, confrontation, rude language or other acts that cause notable discomfort among patrons, volunteers or staff may be cause for dismissal.

Hours

Individual volunteers are responsible for the accurate and timely submission of their volunteer hours online through our volunteer database: <https://www.virginiav.org/volunteer-hours/> . Keeping good record of your time helps in acquiring grants that fund the ship preservation and operation.

Liability of Volunteers

Volunteers working in an official volunteer capacity on or around the VIRGINIA V are not liable for accidental damage to property or a person which occurs because of volunteer work.

Minors

Volunteers under the age of 18 must have the written consent of a parent or legal guardian prior to volunteering. The volunteer responsibilities assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

Reassignment

Things don't always work out the way everyone hopes. Keep in mind that should your first volunteer assignment not work out, you may ask to be reassigned to another program area (if volunteer opportunity is available). In addition, a staff person or crew member can recommend a reassignment based on volunteer non-attendance or non-adherence to safety procedures.

Safety Procedures

Staff and, while underway, officers will inform you of all safety procedures relevant to your volunteer job. For specific areas like the engine room, a safety orientation may be part of your training. Disregarding safety procedures is cause for dismissal.

6. Can I charter the VIRGINIA V?

Yes, you can! The cost of private charter varies depending on the length of the event, whether it is dockside or on the water, where you want the ship to sail, etc. As an active volunteer, you will receive a 10% discount on all charter rates. For more information about scheduling an event/charter call the office at 206-624-9119.

7. Can I volunteer in more than one capacity?

You bet. We recommend that new volunteers choose one track to start and then expand their role over time.

DRUG TESTING PROGRAM

Overview

Per the US Coast Guard COI (Certificate of Inspection) all new crew members must pass a pre-employment DOT/USCG drug test to volunteer onboard the VIRGINIA V during operations. These tests take place at a testing facility.

Once in the system, 25% of volunteer crew members will be asked to take a drug test every year. This selection is totally random and done by an external vendor. These random tests take place on the ship.

The Virginia V Foundation covers the expense of all drug screenings.

If you have questions about the drug testing program, please do not hesitate to call the office for clarification.

Pre-Employment Drug Test

To complete a pre-employment drug test, the following steps must be taken:

Step 1. Schedule a phone call with the VIRGINIA V drug screening manager

During this phone call, you will schedule the pre-employment test at a location that is convenient for you. Please have access to a calendar during this phone call.

Current Virginia V Drug Screening Manager:

Heron Scott

heron@virginiav.org

206-624-9119

Step 2: Schedule an appointment

This will be completed during Step 1. You will receive a confirmation email for the appointment with a form that must be printed and brought with you to the testing facility.

Step 3: Complete screening

Things to bring to your screening appointment:

-Paperwork emailed to you during Step 2

-Valid ID

Once the screening is complete, they will send the results to us, and we will share them with you.

Random Drug Testing

Periodically, you will be asked to complete a drug test by the ships staff. Failure to comply with this request will be considered a failure of the test itself.

Procedure for collection of specimens

The ship's heads (male/female) are designated as the areas to collect the specimens. There is ample room and privacy in these rooms to conduct the sample collections. Only the toilets will be utilized and the flushing handles disabled during the tests. In the men's head, the flushing water to the urinals will be secured during the collection. The urinal area is secure due to the collector being in that area.

The Federal Drug Testing custody and content form will be certified. This form meets all collection and control requirements to properly document and submit the sample. Specific separate forms are kept onboard for the Q.E.D. testing. These forms, along with CG2692 and CG2692B are available onboard the SS VIRGINIA V and in the ship's ashore office.

A step-by-step collection procedure for all collection situations will be kept and utilized onboard the ship for use by the collector. This will ensure that the proper procedures and steps are being followed in the collection and transmission to the testing facility. It will also ensure the correct confidential receipt of the test results to the ship's qualified personnel.

These specific procedures are maintained separate from the documents in the ship's primary testing binder.

Designated DHHS/SAMSHA approved laboratory

LabCorp

<https://www.labcorp.com/>

5300 TALLMAN AVE

NW SEATTLE, WA 98107 <https://goo.gl/maps/N7UEDG692Sv>

Designated MRO

Dr. Dee J McGonigle, Drug Free Business.

Categories to be tested

Crew members will be subject to the following categories:

- Pre-employment: (with exception in 46CFR16.230.e)
- Random testing: (per 46CFR16.230.e)

- 25% selection of crew (as defined by the two criteria of a crewman) randomly selected by crew position
- The random selection will be made by Business Health Link and the tests will be conducted by the designated qualified Urine Drug Screen Collection crewman per 49CFR40.
- Post serious marine accident: (as referenced in 46CFR16.240 and requires the completion of a CG2692 and CG2692D). The categories as listed in the Business Health Link drug testing manual are maintained in the Drug Testing Notebook onboard the *Virginia V*. A copy with extra urine collections kits and alcohol test kits will be kept in the pilot house and a copy will be kept in the ship's drug files in the land office.
- Reasonable cause:
 - Per reference 46CFR16.250(a)(b)(c), 33CFR95.035 and recorded per 466SC11512
 - Any crewman by whose manner, speech, disposition and/or muscular movements appear by observation to be under the influence of alcohol or a chemical substance is subject to reasonable cause testing.
 - No crewman can be forced to submit to reasonable cause testing. However, any refusal must be completely documented and the crewman removed from performing any duties in any sensitive position on the ship.
- Periodic testing:
 - Regarding the requirement of the Regional Examination Center for the issuing of license and merchant marine documents.
 - The ship will provide a testing site but is not required to perform periodic testing.
- Testing will be performed for the following drugs:
 - Amphetamines, cocaine, marijuana, opiates and phencyclidines



Thank You For Volunteering!

Remember that your generous donations are what keep this unique historic ship afloat.

The Virginia V Foundation is a non-profit organization under section 501(c)(3) of the IRS Code, tax
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