

# Wellington Tramping & Mountaineering Club

## Role Description



Revised February 2016

**Position:** Transport Officer

**Responsible to:** General Committee

**Responsible for:**

1. Ensuring the Club vehicle(s) is up to New Zealand Transport Agency Warrant of Fitness standard at all times.
2. Ensuring the Club vehicle is kept in sound condition, as to mechanical matters and bodywork, at all times.
3. Ensuring that the vehicle is safely parked during periods of non-use.
4. Ensuring drivers of the Club vehicle are properly licensed and have completed the WTMC driver vetting form
5. Arranging van familiarisation for new drivers as required.
6. Ensuring registration and road user charges (RUC) are paid and are current.
7. Organising all transport requirements for Club trips listed in the trip schedule and any other transport requirements considered necessary, including use of rental cars and ferry bookings.
8. Ensuring that transport requirements for Club trips are made in adequate time.
9. Working out trip costs for all trips on the basis determined by the General Committee.
10. Liaising with trip leaders as to numbers travelling per weekend so transport can be arranged.
11. Liaising with trip leaders as to drop off and pick up points.
12. Arranging times for departure and other details as required by the trip leader.
13. Reporting to General Committee any complaints or suggestions from transport operators or Club members.
14. Keeping Club drivers and transport operators informed on the state of access roads.

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### Membership of Committees:

None

### Liaison:

The Transport Officer should maintain adequate liaison with:

1. The Chief Guide
2. Trip Leaders
3. Vehicle drivers
4. The Treasurer

The Transport Officer or Chief Guide should maintain adequate liaison with:

1. Booking or other officers in public transport companies.

### Financial Authority:

1. The Transport Officer has authority to purchase tickets or book transport where the fares will be refundable by members, and to make such toll calls as may be necessary to arrange such transport.
2. The Transport Officer has the authority to make urgent payments due without prior approval by General Committee where these payments are in accordance with an established pattern.