



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Bike Team Supervisor Responsibilities	S.O.G. # 1.5b
Approved by: Lair D. Haugh, Chief	Revised: 7/23/2007 Approved: 7/23/2007

Purpose:

To provide a description of the responsibilities of the Special Event Bike team Supervisor.
To set forth the authority of the Special Events Bike Team Supervisor.

Responsibility:

1. Responsible for maintenance and record keeping of all Special Event Bike Team equipment and bicycles.
2. The Special Event Bike Team Supervisor shall recruit, retain and oversee training of all members of the Special Event Bike Team.
3. The Bike Team Supervisor shall function as an EMS supervisor, reporting directly to the Incident Commander at all special events where a bike team is deployed.
4. Assist the Special Event Captain in the planning of special events.
5. Insure appropriate staffing, by bike team personnel, of special events.
6. In conjunction with the Special Event Captain, establish yearly goals for the bike team and insure that they are met or altered.
7. In conjunction with the Special Event Captain, submit a proposed budget, develop a budget plan for the coming fiscal year.

Authority:

The Special Event Bike Team Supervisor is directly responsible to the Special Event Captain. The Supervisor shall oversee all Bike Team Personnel. At a Special Event, the Bike Team Supervisor shall have the authority of a Duty Officer over any and all personnel at the event and shall report directly to the Incident Commander