

## **BRNW**

### **SAG Driver – Job Description**

Bicycle Rides Northwest (BRNW) is a nonprofit organization that operates bicycle tours each summer. We've been doing tours since 1986, and have a reputation for the best customer service in the business. Our crew members are temporary employees of the organization, and are paid a salary for each event. We work very hard, while enjoying the camaraderie of a shared team adventure – serving our riders while having as much fun as possible doing it.

We typically have 5 SAG drivers on each of our rides, including and supervised by the SAG Director. This number may increase if needed.

#### **This position requires:**

- A current valid driver's license and meeting age requirements for rental vehicles
- A clean driving record
- Current First Aid and CPR certification
- Ability to function in the early morning
- Physical ability to put bikes on vehicle-rooftop and hanging racks
- The willingness to help however needed, and to drive safely all day

#### **SAG Driver duties before and after the rides include, but are not limited to:**

- Connect with the SAG Director prior to the ride starts, to learn the processes and procedures of being a SAG driver
- Assist the SAG Director with picking up SAG vehicles and installing racks (you will be paid extra for this)
- Work to ensure arrive riders park in the right place and efficiently
- Clean your SAG vehicle in the time between the rides (wash, vacuum, clean windows, restock supplies)
- Assist the SAG Director with removing all the racks and returning them to storage after the last ride (you will be paid extra for this)
- Assist the SAG Director with returning SAG vehicles
- Assist the SAG Director with transporting any bicycles shipped to and from the event
- Coordinate with the SAG Director on airport shuttles, if needed

#### **SAG Driver duties during the event include, but are not limited to:**

- Keep moving up and down the route, staying in order – **blinking lights on** - supplying any rider support needed
- Transport riders when they need rides
- Make sure your vehicle is supplied with water, tools, snacks, radios, racks, signs, first aid kits, flag, chalk and any other equipment and supplies needed
- Take riders to emergency care or other facility if the Expediter is not available – notify the Executive Director and SAG Director immediately
- Keep in communication with each other, especially if there is an emergency that will be taking one of the SAGs off the course
- You may on rare occasions be asked to take riders to off-site destinations for personal emergencies
- Help riders with minor repairs such as changing flat tires and putting chains back on

- Remove hazards in the road such as falling rocks; mark hazards such as potholes, dangerous cattle guards and loose gravel
- Stay in communication with the Rest Stops so they know how many riders are left and when the last rider is approaching their stop; they can also pass info to you
- Manage rider parking on arrival day
- ***Always keep your gas tank at least half-full***
- First SAG only:
  - Check with the Executive Director and the Route Director for surprises and route map accuracy
  - Leave camp at times designated by the SAG Director
  - Give priority to reviewing signage on the route so you stay in front of the first rider; bounce back to the second SAG to get riders or info bumped forward
  - Remove hazards in the road such as rocks, litter, Sasquatch carcasses, etc.
  - Mark hazards such as bad potholes, cattle guards, and loose gravel; try to find a way to get potential trouble dogs put in a house or yard, or tied up
- Last SAG only:
  - Keep track of the last several riders – especially the last one
  - If one or more riders fall an hour or more behind other riders, tell them they must accept a ride forward or they will not be supported
  - Keep the fourth SAG (or whoever is in front of you) advised as to who is in the back; if at all possible let them know when they become the last SAG, in the case of an emergency
- All SAG drivers must complete and turn in an expense report with receipts at the end of each event

#### **The week before the first ride:**

If available, you may be asked to assist in picking up trucks and loading equipment, bikes and supplies (you'll be paid extra for this). You may also be asked to help unload and clean equipment, and return trucks to the rental site after the last ride (usually on Sunday).

#### **Travel to/from the ride start:**

- For most tour locations, the crew will leave on Friday and stay overnight on the road.
  - We will travel to a specified destination (our first event camp or an intermediate spot) and stay overnight
  - We'll have a crew meeting that evening
  - Depending on the distance, we may drive all the way back to Bend after the ride. We also may stay overnight in the finishing town, or somewhere on the way back to Bend.
- We have a "crew party" after the second event each year, which includes an overnight stay and a celebratory meal
- We will pay for any lodging and all meals traveling to and from the event, as needed.

#### **Compensation and logistics**

- Pay is dependent upon seniority.
  - Minimum first-year compensation is \$900 per event.
  - Pay increases \$100 per event in your second year, and an additional \$100 in your fourth year.
  - We pay \$100 more for working the ride that starts the farthest from Bend, for the additional travel time.
  - We pay a bonus of \$100 per event for driving an event vehicle.

- We pay a bonus of \$100 if you work both rides in one year.
- We provide all meals, and you have access to other amenities available to the riders (showers, towels, coffee)
- You supply your personal items, including the equipment needed for your sleeping arrangements.
- You can bring musical instruments and bicycles (or other “toys”) for use during off-work hours, with the approval of your Team Director.
- ***For this to work, it’s critical that you be a TEAM PLAYER, and be pleasant at all times. The reason we all do this – crew and riders – is to have fun!***

