

...some helpful info for Long Trail Patrol

The LTP is a group of people that work together and live together - they get a lot of work done, but it can be intense. Talk a little bit about how you are going to work together at the start of the season, so everyone is on the same page. Don't wait to talk about things until they have become a big deal. If an incident comes up during the season, do not hesitate to talk with your crew leader, or Field Assistant, or Director of Trail Programs, and so on.

Crew leaders

Each crew will have a Crew Leader. It is the leader's job to teach crew members the skills and standards that the crew uses, and to hold the crew accountable. Leaders are expected to emphasize safety, teach trail skills, set standards, anticipate logistical needs, practice Leave No Trace skills and to be clear about project goals. And emphasize safety again. Crew leaders should expect folks on their crew who are willing to work with them on all these things, and who want to take on more responsibility as their skills increase.

It is not the leader's job to tell people exactly what to do all the time. Folks on the crew should expect to work together to answer many of the daily questions about completing a trail project, living in the woods, etc. Be inclusive of new people that might join the crew mid-season or volunteers who are helping out for the day.

Staying in Contact in the Field

Crew Leaders should be in regular contact with the Field Assistant. Often this just means checking your cell phone at the beginning and end of the work day to confirm there are no new messages. If you don't have a cell phone, we can give you one for the season.

First Aid Kit and Emergency information

Each crew has a first aid kit. The first aid kit should travel with the crew to and from the work site each day, and always be with the crew both at the work site and at the spike site. Everyone should know where the kit is.

“Leave No Trace” while living in the woods

The Long Trail Patrol lives in the woods in a clean, low impact way using “leave no trace” standards. There is an LNT portion to the yearly LTP training. We welcome ideas on different or better ways to achieve this goal.

Food - splitting suppers

Each crew is responsible for figuring out and buying its own food. GMC provides a propane stove, a propane tank, and pots and pans. GMC pays for the propane.

Most crews work it like this:

- § Everyone brings their own breakfast & lunch food.
- § Each person takes a turn cooking supper for the whole crew. Over the course of a shift, everyone will take a turn. Often the crew will go in together on a communal set of spices, cooking oil, etc.

§ Hot Tip: Cook a lot of food. Fresh vegetables and cheese will keep several days in the woods. Don't forget desert!

Please note - you do have to eat. You cannot spend all your money on cigarettes and coffee and expect to be a member of the Long Trail Patrol. You laugh, but this has happened.

Water and Hygiene

All water sources in the Green Mountains should be treated or filtered before drinking due to the high use of the trail by people and dogs.

Green Mountain Club does not provide the trail crew with water purification. GMC can sell you personal filters at wholesale cost. Ask your Field Assistant for details.

GMC provides hand washing solution to trail crews. Wash your hands after going to the toilet and before touching food. Handle food responsibly. This is just as important as filtering your water. Messing up here can send the whole crew to the hospital.

Try to keep track of cuts and infections. Keep them clean as best as you can. Cover your mouth when you cough or sneeze. Keep your hands clean. We've learned the little things do matter after our 2007 MRSA infections and 2010's kennel cough.

Ticks!

Watch for ticks. They are small but important things to find. Don't disregard them. Let us know where and when you find them so we can better prepare for them. You don't want to catch anything from them. Ever.

Work Week

The LTP works a five day, 40 hour work week. The crew leader is responsible for managing the crew's weekly schedule. The crew members should all work together to agree on details of the daily schedule such as what time to start the work day, when to eat lunch, and so on. Check with your Field Assistant if you are thinking of working a weekly schedule that is different than normal.

The default weekly schedule is Monday through Friday with weekends off.

Crews work 40 hours each week. Here are guidelines of what counts as "hours":

- < Cleaning up the Back 40 (or Mt Tabor) housing on first day of each work week – is work. 8 am on Monday mornings, be there.
- < Driving to and from the trail head at the start and end of the week - 50% work
- < Hiking to and from the work site - is work
- < Packing in/out setting up/down camp - is work
- < Lunch - is not work
- < Each work week will include one or two hours maintaining tools, tool room, vehicles, and gear on Friday afternoons.
- < And, oh yeah, building hiking trails is work. Expect to be in the woods moving heavy things exclusively for well over 30 actual hours each week.

***Tool Maintenance and Barn Time**

LTP crews are the tool maintenance specialists at the Green Mountain Club! Take pride in it! The crew's job includes maintaining all GMC tools, not just the tools that your crew uses in a particular week. One or two hours of each crew's work week should be barn time - taking care of tools, gear, vehicles, etc. If crew leaders feel that they are falling behind on maintaining their tools, and need more time to get their crew's tools ready for a project, they should alert their Field Assistant.

The crew should leave the North Barn and Milk House better than they found it at the end of the work week. Leave tools and gear correctly stowed, rubbish put in the dumpster or recycled, the counter and floor swept. If the crew sees that the work spaces are being misused (such as someone leaves a mess for the crew to clean up) they should tell the Field Assistant.

HQ buildings

A Green Mountain Club lexicon:

- < 'North Barn' is a big old post and beam barn, originally built in the 1790s. It is the tool room and work space at the GMC. It is where the crew works when you are at headquarters.
- < A 'crew locker' is a little storage room in the North Barn. Each crew has its own room.
- < The 'Milk House' is a concrete block building next to the North Barn where we store paint, oil, gasoline, stoves, chainsaws, etc. If it is toxic, it goes in the Milk House.
- < Field Programs has an office in the basement of the Visitor Center.
- < The 'Back 40' is the crew housing.

The North Barn is for the crew to use. Crew leaders will have keys to the North Barn. **All buildings and lockers MUST be kept locked unless people are actively walking in and out of them.**

If you need access to a place that is locked, such as a storage locker, ask your crew leader or Field Assistant! The locks are meant to organize access, not block it.

Each crew has its own locker in the North Barn. Be sure to keep the equipment that your crew needs stored in your crew's locker because if it is in the general storage area, someone may take it for another project. The crew can sign out other tools and gear, and store that in their locker to make sure that it is on hand when they need it.

Vehicles

The GMC fleet is rag tag. Work together to make the best of what we've got. Each crew may be assigned rigs to use for the season. This will switch up occasionally. Bear with us.

Crew Leaders are responsible for the vehicles checked-out to their crew. Vehicles should be cleared for use at the beginning of the work-week (fluid levels and tire pressure checked, etc.) and thoroughly cleaned at the end of the work week.

You cannot pick up hitchhikers with GMC vehicles.

All GMC vehicles will be operated safely and legally. All passengers must wear seatbelts.

GMC vehicles are not used for personal reasons without Dave's permission.

Mail

You can have mail delivered to the GMC Headquarters. The address is:

4711 Waterbury-Stowe Rd
Waterbury Center, VT 05677

Mail will be saved up during the week in a box marked "LTP" in the GMC conference room.

Pay and Reimbursement checks

When and where to get your check:

We now have direct deposit; please use it if you can!

- < Pay checks and reimbursement checks will be put in LTP mail box
- < Checks come in every other Friday. Lucky you.

What you have to do in order to have a check written:

- < Paychecks are based on weekly time sheets from your crew leader.
- < Internship stipend checks are based on time sheets
- < If you spend your own money on something that the GMC should pay for, simply fill out the GMC reimbursement form, and attach the receipts to the form. Give the form to your Field Assistant.

If you lose a check, tell the Field Supervisor immediately. If the check has not been cashed yet, we can cancel it and write you a new check. If it has already been cashed then we may not be able to replace it.

Checks are drawn on Key Bank. There is one in Barre and Burlington. You can cash checks at Shaws for a fee.

Trail Work Records

Each crew will have a "Yellow Book." Every day the crew leader is responsible for recording the following information:

- < Who worked that day.
- < A count of work completed (number of structures built, feet dug, miles brushed, etc.).
- < A count of all the crew's tools (a tool check).
- < Anything else folks judge worthy of noting.

Crew members should help the crew leaders keep these records by helping count tools at the end of the day, etc.

At the end of the week each crew leader will fill out a weekly report based on all this information. This report is important! Please write a complete description of the work

completed, challenges, etc.

The reports are used to:

- § Write the crew payroll. Tres important.
- § Tabulate the total amount of volunteer work done by the GMC.
- § Tell our Agency Partners (USFS, State, ATC) what trail work you accomplished and why they should keep funding us (and paying you).
- § Plan future work projects and plan future tool purchases.

Leave your Weekly Work Log and Weekly Time Sheet in the Field Supervisor's box in the main office.

Buying Stuff

If you need something let Dave or Kevin know what you are buying in advance. There are GMC accounts at various hardware stores around VT that you can use, and as a last resort, use your own dough and fill out a reimbursement form later.

Save your receipts and give them to Kevin!

Write your name, crew and project on the receipt

Drugs and Alcohol

The Seasonal Personnel Policy and the Housing Guidelines spell out rules governing drugs and alcohol. Take note - even low key, legal, safe and polite use of alcohol never happens during the work week if you are working on the Long Trail Patrol.

Does it need to be repeated? If a person uses drugs or alcohol that affects the crew's safety or work that person has chosen to no longer be on the Long Trail Patrol.

Hierarchy

Here's a quick primer on who works for who.

Kevin and Mike are the direct supervisors. They should know what's going on (and they know who to ask).

Pete manages facilities and stewardship for the Long Trail. He knows where a lot of things are. Stay on his good side and he can be very helpful.

Dave manages the program and the budget and generally knows where everything is. And he was initially hired because of his trail skills, not his people skills. But that was in the Dark Ages. He answers to the Forest Service and other sponsors of GMC trail work. He processes Workers Comp and payroll. Fairly important stuff. Do good work and we'll continue to have a Long Trail Patrol. Be nice to Dave, he makes beer.

Volunteers are important. We work closely with them to get things done throughout Vermont. Without them there is no Long Trail. Always honor volunteers and their skills.

Happy trails.