

WAGONMASTER PROCEDURES:

Carts tend to be delivered on the Tuesday before War. If Wagonmaster or the Wagonmaster Deputy cannot be present to take possession of the carts, then keys for carts will need to give to the Autocrats or someone designated by the Autocrats.

Carts must be inventoried and numbered. Watch will make the assignments to the departments.

Wagonmaster will retrieve all items from the inventory storage at the beginning of War.

All cart assignments go through the WATCH department and for keys.

If an issue is discovered with a cart, then WATCH needs to notate the cart number, issue with cart and notify the Wagonmaster at the assigned maintenance time so that the issue can be addressed.

The Wagonmaster will assign a time every day that ALL carts need to come in for maintenance and refuel. If a different time is needed, then that time should be set up with the Wagonmaster separately. If a cart is not returned during the set maintenance time and a time has not been set up with the Wagonmaster then the Wagonmaster will not be responsible for cart breaking down or running out of fuel.

At servicing Wagonmaster will check fuel and fluid levels will be checked and refilled if needed. All air filters are inspected and blown out. Vehicles will be checked for general condition. Repairs as needed and possible.

Accident damages and nonrepairable items are reported to Autocrat.

Receipts for fuel may be turned in daily for reimbursement OR at the end of the war depending on Wagonmaster's preference.

Wagonmaster is on call for emergency repairs and should keep always assigned radio with charged battery on person. If Wagonmaster is not on site and does not have a deputy, then he is to let Watch know when he leaves and when he returns. Emergency repairs are the only repairs that CANNOT wait until the next day. For example, if transportation is running a cart after dark and a headlight goes out then they are either to park the cart or run with one headlight. This would not be considered an emergency. If a cart will not start and is not needed immediately or can be swapped out, then the repair will be done the next day.

Only MINOR repairs will be done by the Wagonmaster. Examples of these repairs are as follows, changing fuses, headlight bulbs if bulbs are possible. Flat tires when tires are available, refueling carts and blowing out air filters when needed.

Is responsible for refilling fuel cans full so that carts can be fueled as needed.

Wagonmaster will always keep a spare key with him in order to bring in stolen, broken or carts that have been abandoned. The Wagonmaster has the power to take keys away from operators that are driving irresponsibly and dangerously. Keys will be given to Autocrats so they can determine if said person will be allowed to get the keys back to the cart.

Wagonmaster is responsible for returning all Cart maintenance equipment and supplies at the end of Gulf Wars to the Inventory Department as well as file an after-action report to the autocrats at the end of War.

Wagonmaster's term is for 2 years unless otherwise specified by Gulf Wars Autocrat or committee.
Wagonmaster must have a deputy selected no later than upon their second year so required training can occur.

THL Hans Niemann (David Hansen)

Wagonmaster

Gulf Wars 2020

WAGONMASTER BUDGET

FUEL: \$800.00

MISC SUPPLIES: \$100.00 this is rarely used but usually for added tools, fuses for carts, light bulbs etc.

WAGONMASTER SUPPLY LIST:

Supplies that need to be ordered at time of cart order for maintenance of carts.

6 tires for regular golf carts

2 tires for utility carts

8-10 headlight bulbs if golf cart distributor will provide these. (lights have a been a serious issue the past few years and the same carts seem to have the same issues every year)

2-3 fuses if distributor will provide.