



IATSE LOCAL 411

International Alliance of Theatrical Stage Employees, Moving Picture Technicians,
Artists and Allied Crafts of the United States, its Territories and Canada

2087 Dundas Street East, Unit 104, Mississauga, ON L4X 2V7 Tel: 905-232-6411 Fax: 905-232-6412 www.iatse411.ca

HONEYWAGON OPERATORS MEMBERSHIP POLICY

Application submission deadlines are December 1st, March 1st, June 1st and September 1st

All membership applications must be sent to the Honeywagon Operators Membership Committee via **email** to operationsmanager@iatse411.ca, via **fax** to 905-232-6412, **dropped off** at or **mailed** to the union office at 2087 Dundas Street East, Unit 104, Mississauga, Ontario, L4X 2V7.

Step 1) Application Submission

For application to IATSE Local 411 in the Honeywagon Operators category, you must provide the following items to Local's office for review:

- Letter of Intent
- Application form
- Resume, which lists proof of work experience, qualifications, references, and any other evidence you are providing to support your application
- Proof of 20 days worked as AZ driver on a long format productions (Features, Movies of the Week, TV Series), commercials or other employment requiring such licence. Days worked must be verified by a copy of pay stubs and/or approved timesheets
- Current abstract showing a valid AZ driver's license
- Copy of certification card for Workplace Hazardous Materials Information System (WHMIS) and any other applicable safety training, tickets or licenses required at the time of application
- Copy of your Worker and Supervisor Ontario Occupational Health and Safety Awareness Training certificates
- Three (3) letters of support and recommendation signed by IATSE Local 411 members who are in Good Standing, ONE of which MUST be from a Honeywagon Caucus Member.
- \$100.00 application administration fee (non-refundable).
The fee can be paid by cash, debit, credit card (*Visa, MasterCard or AMEX - in the office, not over the phone*), money order or certified cheque. You can also pay via PayPal (*even if you do not have a PayPal account*) by requesting an invoice to be emailed to you. We do not accept personal cheques as a form of payment for applications. **Note: if paying by cash you must have exact amount.*

**Note: Provide photocopies of your proof of qualifications, certifications, abstract, etc.
Do not send originals.**

If you submit an application with incomplete information or without possessing the necessary qualifications, please be aware that the administration fee is non-refundable.

HONEYWAGON OPERATORS MEMBERSHIP POLICY Continued...

Step 2) Membership Acceptance

Applications are first reviewed by the Honeywagon Operators Membership Committee, then by the Executive Board and then presented to the membership at a General Meeting for a caucus vote. When your application has been reviewed and processed you will be contacted by phone or mail.

If you have been accepted into membership, once you've been notified it is your responsibility to complete the application process, which includes:

- \$100.00 processing fee per the International Constitution and Bylaws (Article Twenty One, Section 2)
- Dues for the quarter in which your application is accepted
**Base Dues are currently \$125.00 per quarter (\$500.00 per year).*
- Complete all additional paperwork, including:
 - Official IATSE Application Form
 - RSP Benefits enrolment Forms
 - Life Insurance Beneficiary Assignment Form
 - Electronic Communications Consent Form
- Review basic Union policy with the Local's Operations Manager
- Photocopy of Valid Driver's license on file

Please make an appointment with the office to complete the above process.

New members are required to attend any introductory training programs presented by the Local and any other training courses that may be required or offered in the future by the Local or by government regulation.

Upon acceptance into membership, new members must attend the next General or Caucus Meeting to be sworn in. In addition, they must attend a minimum of one General meeting per calendar year.

Notes:

Offers of membership must be accepted by the applicant and the application process completed within 30 days of notification.

If you can't attend the aforementioned meeting, you must contact the Local to make arrangement to be sworn in within 30 days of the General Meeting.

Note: IATSE Local 411 is not a hiring hall and does not place its members on productions.

HONEYWAGON OPERATORS MEMBERSHIP POLICY Continued...

HONEYWAGON OPERATORS JOB DESCRIPTION

(per Schedule B1 of the IATSE Local 411 Honeywagon Operators Collective Agreement)

As directed by the Producer or the Producer's duly authorized representative, the Honeywagon Operator is solely responsible for the daily operation of the Honeywagon vehicle during the course of production. The Honeywagon Operator's responsibilities shall include, but not be limited to: driving the vehicle to and from all locations or work sites; cleaning the vehicle inside and liaising with the transport department for any external cleaning; observing all regulated safety requirements pertaining to the vehicle; maintenance and ensuring the proper servicing of the vehicle as required or as directed; complete vehicle inspection prior to and after location moves; any seasonal weather maintenance or care and liaising with the production for additional duties or scheduling; and any other duties with respect to the Honeywagon that may be assigned from time to time by the Producer or the Producer's duly authorized representative.

The Honeywagon Operator shall be responsible for the cleaning and maintenance of all dressing rooms, offices and washroom facilities on the Honeywagon vehicle. The Honeywagon Operator will also ensure all facilities have adequate supplies and if running low on supplies will notify the Producer or the Producer's duly authorized representative to have supplies purchased or seek permission to leave set to purchase required items.

The maintenance and servicing of the vehicle shall include but not be limited to: checking all heating and air conditioning systems for functionality, ensuring all water, propane, gas, tire air are at acceptable or above levels, that all systems are working in the appropriate manner. The Honeywagon Operator will liaise with the Producer or the Producer's duly authorized representative regarding any maintenance or servicing that is required that may interfere with the running of the vehicle during production.

Seasonal requirements refer to any weather related maintenance on the vehicle i.e. to clear snow or ice from the vehicle, steps, ensuring heat/air work as required and follow the appropriate safety guidelines.

The Honeywagon Operator shall observe all Ministry of Labour and Ministry of Transportation guidelines pertaining to safety requirements and operation of the vehicle. The Honeywagon Operator will maintain all relevant logs and trucking checklists regarding the vehicle as required. Each Honeywagon Operator engaged must possess a valid and current driver's license applicable to the Honeywagon and any relevant licenses and/or certificates that may be required by laws established at the location(s) the production is operating.