

## DUTY PILOT RESPONSIBILITIES

**Aim:** To learn how to perform the task of being the Duty Pilot.

### **Duty Pilot:**

Many clubs have what they call *Duty Pilots* who are responsible for co-ordinating ground operations on the airfield. They work with the instructors and tow pilots to ensure the efficient and safe operation from the commencement of flying till the day's gliding is completed and all aircraft are safely hangared and the paperwork is completed. The task is usually shared by all club pilots who are not otherwise contributing to instructing or towing and a roster is often used to ensure the task does not come around too often. Clubs usually provide a job description that sets out the tasks and responsibilities for the Duty Pilot. One of the very important jobs is time keeping.

### **The important things to remember are:**

- Make sure someone is doing the job as missed flights lose money
- Record details completely and accurately... all will be grateful of this
- Write neatly... it makes the treasurer's job a lot easier

On a day-to-day basis, anyone can help with doing the time keeping to allow the duty pilot a break from the task.

Your instructor will introduce you to the role of Duty Pilot and take you through the task of time keeping at your club so you are able to help out with these tasks.

### **Need To Know:**

- Where the timesheets are kept.
- How to keep the timesheets neatly and accurately.

### **Further Reading:**

- GNZ MOAP. Page 2-7-1. Stipulates the requirements for timekeeping
- Club Rules May contain guidance / responsibilities for Duty Pilots