

# DDSC DUTY PILOT CHECKLIST

## RESPONSIBILITIES

- A Duty Pilot is there to assist the duty instructor with the day's operations. Key responsibilities are:
  - Help get things ready for the day's operations
  - Be at the pie cart to welcome visitors and members
  - Allocate aircraft as fairly as possible, with the assistance of the duty instructors.
  - Ensure flight times are recorded accurately
  - Help with paperwork and money for AEFs, new members, visiting pilots, GUSS
  - Help organise end of day procedures
  - Don't abandon post (i.e. if quiet don't go for a long flight all day)
  - Check the roster - If you are unable to show for your roster arrange a swap