Chapter 7
Ground Operations

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Ground Movement

Aircraft Lighting
Bridgewater State University aircraft, when taking position or holding in position on an active runway, shall have all exterior lighting turned on.

CAUTION

_Pilots should use taxi and/or landing lights at all times during nighttime taxi operations._

Aircraft Repositioning
A qualified person must occupy a pilot seat during all aircraft ground movements.

General Taxi Procedures
Safety is everyone's primary concern. Avoid complacency. Confined ramp areas at most locations required that all BSU personnel follow established procedures so as to prevent physical injury and damage to equipment.

Bridgewater State University pilots shall:

- Remain on established taxiways whenever practicable.
- Taxi into and out of the ramp/parking areas at a speed not to exceed a fast walk.
- Avoid taxi between another taxiing aircraft and a parking spot unless on an established taxiway, or pass other aircraft on the ramp to taxi.
- Follow marshaling instructions when a marshaller is present (see AIM 4 – 3 for more information on ground marshaling and hand signals). Exercise extreme caution in unfamiliar locations and/or at night.
- If in doubt as to the meaning of marshaling instructions, wingtip clearance, or any other risk factor, stop the aircraft, clarify the situation, and ensure safe operation before proceeding.

Ground Operations
This section of the manual describes the operating procedures required for the safe ground operation of BSU aircraft.

Pre-flight Planning
Pilots shall perform all necessary pre-flight planning as specified in the appropriate aircraft Flight Standards Manual. During training operations, the student is expected to arrive far enough in advance of the scheduled departure time to complete the following items.

- Verify the assigned aircraft.
- Collect necessary weather data for the intended route of flight.
- For cross-country flights requiring a navigation log, complete any remaining elements.
- Complete the BSU Takeoff and Landing Data (TOLD) Card.
- Submit an aircraft Dispatch request/flight plan form prior to the scheduled flight departure time.
NOTE
Request forms may be submitted well in advance of scheduled departure and an aircraft released earlier than scheduled, if an aircraft is available.

- Check for any discrepancies or open maintenance items in the aircraft record, verify the appropriate aircraft data, and ensure the aircraft complies with required inspections.
- File a VFR or IFR flight plan, as appropriate.
- SOLO FLIGHTS: The CFI is responsible for ensuring pre-Private student pilots are in possession of all required endorsements. For cross-country flights, the pilot must have the completed navigation log reviewed by an authorized CFI.

Preflight Inspection
The pilot will perform the necessary pre-flight inspection as specified in Chapter 3A, (Normal Procedures) of the appropriate aircraft FSM.

CAUTION
A BSU CFI should directly observe the pre-flight inspection for all dual flights.

Additional Pre-Flight Inspections
Additional pre-flight inspections shall be conducted when:
- Maintenance or aircraft servicing has taken place, including but not limited to cowlings being opened, lines adjusted or replaced, tires/brakes changed, etc.
- The aircraft has been left unattended.
- Between flight legs as determined by the PIC.
Immediately inform Dispatch or Maintenance of any discrepancies discovered during the pre-flight aircraft walk-around (AWA).

All aircraft equipment and systems shall be checked for proper operation applicable to the type of flight being conducted.

CAUTION
Special attention must be paid when an aircraft returns from any maintenance action.

Cockpit Management
Pilots shall ensure that all materials and required equipment are arranged in an organized manner, and are readily available and operational.
**WARNING**

Pilots shall ensure that both pilot seats are securely latched in position and remain locked when the pilot applies full brake pressure on the toe pedals. Acceleration forces during takeoffs can and have dislodged unsecured seats, causing aircraft control problems up to and including loss of control of the aircraft.

**Engine Start**

Flight crews shall perform the necessary Engine Start procedure as specified in the appropriate aircraft Flight Standards Manual.

- After engine start, the flight crew shall verify the operation of the internal communication system/headsets to ensure proper communications capability. The PIC shall call to the other flight crewmember “How do you hear me”? The non-flying pilot responds “Loud and clear, how me”? (as appropriate) and the PIC then responds “Loud and clear.”
- The same challenge and response will take place for any passenger(s), if applicable.

**Taxiing**

Flight crews shall perform the necessary Taxiing procedures as specified in Chapter 3A, (Normal Procedures) of the appropriate aircraft Flight Standards Manual.

- When departing the main ramp area, request for taxi clearance shall be made once the aircraft reaches the yellow taxiway boundary line on taxiway Bravo, so as to afford the ground controller sight of the aircraft.
- Personnel may not enter or exit the aircraft while the engine is running and/or the aircraft is in motion.

**WARNING**

Due to possible static discharge leading to an explosion and/or fire, pilots shall ensure separation of at least 20 feet between their aircraft and any fuel vehicle when taxiing.

**Aircraft Parking and Securing**

Upon returning from any flight, return the aircraft to an available parking space. Spaces are not assigned to specific aircraft. Should the flight crew encounter any difficulty determining and/or locating an aircraft's parking location, contact Dispatch for assistance.

- Pilots shall ensure their aircraft is properly parked, with the aircraft longitudinal axis aligned with and over the parking space centerline, and wing/tail tie-down eyelets in close enough proximity to the ground tie-down points to permit correct use of tie-down devices.
CAUTION

Flight crews shall use the tow bar to reposition the aircraft. Pushing down on the empennage or tail surfaces is PROHIBITED.

CAUTION

Taxiing through a tie-down area is PROHIBITED.

Post-Flight Inspection

Post-flight Inspection – During an interior and exterior walk-around visual inspection, pilots should direct attention to visible discrepancies such as tire pressure or wear, panels, fluid leaks, etc. Make a final check of the aircraft can to verify that all required paperwork has been completed.

NOTE

Returning pilots shall immediately notify Dispatch of any discrepancy.