

POSITION: Unmanned Aerial System Pilot

**Menlo Park Fire District
Training Division**

TASK BOOK FOR THE POSITION OF

Unmanned Aerial System Pilot

Date Issued _____

TASK BOOK ASSIGNED TO:

Individuals name, assignment

DATE TASK BOOK INITIATED

The material contained in this book is meant to assist individuals in reaching the performance expected. This task book is approved for use as a position development document in accordance with the instructions contained herein and is not intended to replace the promotional process.

POSITION: Unmanned Aerial System Pilot

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR
THE POSITION OF

Unmanned Aerial System Pilot

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials & date

FINAL EVALUATOR'S PRINTED NAME, SIGNATURE AND DATE
UAS Program Coordinator

UAS Program Manager

Training Chief

POSITION: Unmanned Aerial System Pilot

Menlo Park Fire District
Training Division

UNMANNED AERIAL SYSTEM PILOT TASK BOOK

This Position Task Book (PTB) has been developed to help train and mentor our future UAS Pilots. This task book lists the performance requirements (tasks) for this specific position in a format that allows a trainee to be evaluated against written guidelines.

Evaluation and confirmation of the trainee's performance for each task may involve more than one evaluator and can occur on incidents, training scenarios and other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator.

The UAS Pilot Task Book should be completed prior to a final evaluation.

RESPONSIBILITIES:

1. The Training Division is responsible for:
 - ◆ Allowing any personnel to participate as requested
 - ◆ Supporting the training objectives outlined by the UAS Committee
 - ◆ Providing a UAS Training Mentor as available
 - ◆ Ensuring that the trainee meets the training and experience requirements according to the UAS Committee
 - ◆ Initiating Position Task Book's (PTB)
 - ◆ Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities
 - ◆ Providing opportunities for evaluation and/or making the trainee available for evaluation
 - ◆ Tracking progress of the trainee
 - ◆ Confirming PTB completion by the Training Chief

2. The Pilot (Trainee) is responsible for:
 - ◆ Reviewing and understanding instructions in the PTB
 - ◆ Identifying desired objectives / goals
 - ◆ Providing background information to an evaluator
 - ◆ Satisfactorily demonstrating completion of all tasks
 - ◆ Assuring the EXPERIENCE RECORD and QUALIFICATION RECORDS are completed
 - ◆ Notifying the Company Officer and Training Officer when the PTB is completed and provide a copy to each
 - ◆ Keeping the original PTB in personal records

POSITION: Unmanned Aerial System Pilot

3. The Evaluator (or Mentor) is responsible for:
 - ◆ Being qualified and proficient in the position being evaluated and approved to instruct trainees by the UAS program coordinator
 - ◆ Meeting with the trainee and determining past experience, current qualifications and desired objectives/goals
 - ◆ Reviewing tasks with the trainee
 - ◆ Explaining to the trainee, the evaluation procedures that will be utilized and which objectives may be obtained
 - ◆ Identifying tasks to be performed during the evaluation period
 - ◆ Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the **EXPERIENCE RECORD** located at the end of this PTB
 - ◆ Completing the **EXPERIENCE RECORD** found at the end of this PTB

4. The Final Evaluator (UAS Program Coordinator) is responsible for:
 - ◆ Signing the verification statement indicating the completion of all tasks in the PTB and successful completion of the final evaluation therefore certifying the trainee as a UAS Pilot
 - ◆ Designates reference material

5. The UAS Program Manager is responsible for:
 - ◆ Signing the completed PTB after certification is confirmed by the UAS coordinator
 - ◆ Making the proper notifications to update district databases (operations, platoon roster, telestaff)

POSITION: Unmanned Aerial System Pilot

QUALIFICATION RECORD

TASK	COMMENTS	EVALUATOR: Initial & date upon completion of task
1. Complete the 16 hour FAA training class		
2. Obtain and maintain an FAA remote pilot certificate with a small UAS rating (Part 107)		
3. Log 4 hours of UAS Flight Observer time <ul style="list-style-type: none">• Work with UAS Pilot utilizing different communication techniques (such as face to face, radio, etc.)• Demonstrate ability to accurately communicate to UAS Pilot UAS location in relation to obstacles and other pertinent information to enable safe flight of UAS by Pilot.• Demonstrate understanding of requirements as outlined by COA Part 91		
4. Demonstrate proficiency with the DJI GO application <ul style="list-style-type: none">• Discuss different settings including but not limited to: flight controls, flight operations, view settings, geo and GPS limits, and camera settings• Ability to utilize GPS drone location feature		
5. Demonstrate proficiency with the DJI GO4 application <ul style="list-style-type: none">• Discuss different settings including but not limited to: flight controls, flight operations, view settings, geo and GPS limits, and camera settings• Ability to utilize GPS drone location feature		
6. Demonstrate proficiency utilizing and navigating the 1800wxbrief website <ul style="list-style-type: none">• Login with appropriate username and password• Discuss pertinent website content as it relates to UAS operations• Define NOTAM and TFR		

POSITION: Unmanned Aerial System Pilot

QUALIFICATION RECORD

TASK	COMMENTS	EVALUATOR: Initial & date upon completion of task
7. Demonstrate how to file a NOTAM <ul style="list-style-type: none">• By electronic submission• By phone submission		
8. Demonstrate how to contact local ATC and other stakeholders via telephone <ul style="list-style-type: none">• PAO, SQL, SJC• Coast Guard• Stanford Life Flights		
9. Demonstrate pre-flight set up <ul style="list-style-type: none">• Attach tablet to flight controller• Ensure flight controller battery is charged• Install fully charged battery into UAS• Safely attach camera to UAS platform so as not to incur any damage to either component• Power on Flight Controller• Power on UAS• Demonstrate ability to show how to pair controllers to devices (including slave camera controller)		
10. Demonstrate pre-flight checks <ul style="list-style-type: none">• Complete pre-flight checklist demonstrating understanding of each item and its importance during pre-flight checks• If equipped, include payload and lighting systems check during pre-flight		
11. Demonstrate successful and safe flying operations of all MPFD UAS platforms		
12. Demonstrate successful and safe flying operations during low light situations (such as night operations) utilizing auxiliary lighting systems on all equipped UAS platforms <ul style="list-style-type: none">• Demonstrate how to charge lighting equipment• Demonstrate proper lighting system set up on the UAS platform		

POSITION: Unmanned Aerial System Pilot

QUALIFICATION RECORD

TASK	COMMENTS	EVALUATOR: Initial & date upon completion of task
13. Demonstrate successful and safe flying operations utilizing payload systems <ul style="list-style-type: none">• Demonstrate proper pre-flight set up and inspection of payload system on all equipped UAS platforms		
14. Demonstrate proficient knowledge and understanding of all MPFD UAS Policies and Procedures and the MPFD COA including but not limited to: <ul style="list-style-type: none">• Pilot flight hours log• UAS pre-flight checks• Data retention• UAS maintenance• Camera maintenance• Auxiliary systems maintenance• FAA limitations• COA limitations		
15. Demonstrate proficient knowledge and understanding of applicable third party software <ul style="list-style-type: none">• Ability to set up and execute a search area grid• Ability to make images immediately available on scene for operational utilization• Ability to access image details and utilize GPS information to pinpoint geographical area		

POSITION: Unmanned Aerial System Pilot

<p>16. Demonstrate ability to complete flight log form, and to return and properly store all equipment to pre-deployment condition after flight operations</p> <ul style="list-style-type: none">• Complete flight log form and capture all pertinent training or operational information• Charge all batteries on all UAS platforms and flight controllers• Safely remove and properly store all cameras including installing an empty SD card• Store in proper case		
--	--	--

DRAFT

POSITION: Unmanned Aerial System Pilot

QUALIFICATION RECORD

Review of activity for UAS Pilot operations:

General Remarks:

List any formal education, training and completion of seminars and classes that have helped prepare you for the position of UAS Pilot.

