

Discovery Flight Procedures - Pilots, Passenger Stagers, Passenger Escorts and Marshalls

1. Passengers will line up at the staging area, **in boarding card number order** – 2 lines:
 - Singles
 - Groups
2. Only females may fly. Everyone who flies must have a boarding pass stamped with a pink dot.
3. Two passenger stagers will stand behind the table and work with the people at the front of the lines. Find out how many are in their group. All the airplanes have 3 passenger seats, so you will be trying to put together groups of 3. If there are only pairs at the front section of the 'group' line, there will have to be a single to fly with them because we do not want to fly empty seats. There are a few ways to handle this:
 - A pair can wait until there is a single available to go with them
 - A pair can split up. You can incent them to split up by offering a front seat (this will have to be communicated to the escort, to tell the pilot).
 - If the line-up is empty this rule be can relaxed.
4. When you are grouping passengers, keep an eye on the weights. Try not to have all large people in one group. Once you have a group, add up the weights (noted on the front of the cards), add 50 pounds and write the total weight on the front of the top card and place that group of Boarding cards onto a clipboard. Retain the clipboards.
5. When an aircraft returns from a flight, unless they are displaying a red card in their windshield, a Passenger escort will make a note of the call sign and tell the passenger stager, who will determine which group of passengers is appropriate for that aircraft, by referring to the list of aircraft with weight capacity.
6. The passenger stager will release the passengers to the escorts, as well as Boarding cards
7. Escort will write the aircraft tail number and pilot name on each boarding card and place it in the 'boarding cards' bucket, under a weight to avoid it blowing away.
8. Two escorts (or one escort and the pilot) will walk the passengers to the airplane.
 - ONLY passengers may go to the airplanes.
 - Ensure that nobody goes airside without an authorized escort. Authorized photographers will be wearing safety vests and do not need an escort.
 - Before going outside the barricade with your charges, look for incoming aircraft.
 - Walk the passengers to the airplane, ensuring that they stay with you and together, well away from any running aircraft and that no one walks forward of the wing of any aircraft, running or not.
9. Before loading the airplane, a photographer should come and take a group shot beside the airplane with the pilot. If they don't, try and flag one down.
10. Once at the airplane, one escort will remain to assist the pilot with airplane loading, the other will take the returning passengers back behind the barrier.
11. Marshals will watch for the pilot's signal that they are ready to start their engine. When it is safe to do so, they will signal them to start.
12. Pilots will conduct the flight.
13. When the airplanes return from their flight, the marshals will guide them to a parking spot
14. When the flight is completed and the engine is shut down, two escorts will bring a new group of passengers to the airplane and assist the pilot to disembark the passengers from the airplane.
15. One escort will stay at the airplane to help the pilot and the other will walk the passengers back to the other side of the barricade.

Note: A pilot who needs a break will display a red card in their windshield, so a group is not taken out to them

Ramp Safety When you are not needed for passenger staging or escort duty, please stand near the barricades or caution tape and keep your eye on the crowd. Make sure that nobody without a safety vest goes past the barricades and caution tape unless they are escorted by someone who is wearing one.