



AIRPORTS JFK AGR LEADERSHIP TEAM



JFK AGR TEAM CREWMEMBER SHIFT EXPECTATIONS

SHIFT STARTUP

CMs are required to be in full uniform when attending shift briefing, including steel toes, weather ready garments and PPE for shift. (UPM § 2.1)

Briefing will be held on the 05 of the hour, anyone arriving after that time is late. Briefing will last approximately 5 mins. Attendance will be taken.

CS-100s will be distributed with radio and bags and must be filled out at the beginning of each shift. An additional CS form must be completed if TBLs are switched.



TBL/Equipment cleanliness is part of asset protection, conduct a pre shift walkaround and review the cabin, please note on the CS form any issues including debris left behind and or dents found. Random Supervisor inspections will be conducted. Coaching sessions will be held for non-compliance (CBB 3.4)

After Briefing, the expectation is that all CMs will locate their TBL, complete their CS form and call for their move no later 15 mins (i.e shift starts at 1900, briefing starts at 1905, ends at 1910, call for move no later than 1925.) – based on operation, MTC will assign or defer moves as needed.

MTCs are required to log via recap and turnover the location of all TBLs they advised to park up. The turnover must be to the incoming MTC and Sup on duty. Formal MTC recap is in development.

DURING THE SHIFT

Radio Etiquette

- CM s must maintain a professional style of communication when relaying information on the radio, remember all radios are open frequency.
- When providing read back information for your moves, give the MTC your tail AND Tug number.

When blocked in, CMs call for their move after the move is complete, no delay on the gate. MTCs will also monitor TBL activity and call for available tugs.



Communication

- All breaks must be communicated with the Supervisor on duty ahead of the proposed break time. This will take coordination with the MTC. CMs must advise if a bathroom break or temporary relief from the TBL is requested. (Gibbs)

TBL issues and repairs

- CMs are encouraged to submit Tickets for repair
- Ticket Submission sessions will be held to train all that need assistance.

Support Functions

- As we work to define this role and expand on the expectations, CMs must record all assignments that they assist on.
- Increased communication is necessary, when the MTC dispatches a move support must also respond to the move unless directed to work with a specific TBL, function or brake ride as communicated by the MTC.
- Must be radio responsive
- Must not leave the AOA/ take a break without communicating with the Supervisor on duty

Safety Awareness

- Ensure the path of the AC is clear, do not move in/out of a location that equipment is in the path
- Ensure the buffer zone is clear at all times
- **DO NOT squeeze past equipment; give yourself space to maneuver (if there is any doubt, move it out)**

AT THE END OF SHIFT

The MTC is required to dispatch moves that occur on the assigned shift.

- The MTC will determine the final move and advise when to park the TBL (ABBS 13.1)
- Do Not Park a TBL or Request to park unless advised by the MTC or Supervisor.
- Let the MTC know where the TBL is parked for shift turnover and alignment
- When fuel is needed, advise the MTC and communicate when fueling is complete (All TBLs must be fueled prior to the end of the shift)

TBL Inspection

- Post Shift TBL walkaround is required, if you see any damage, issues or malfunctions, a supervisor must be notified and a repair ticket filed.

IF ONE FAILS, WE ALL FAIL