

Instructor Onboarding Checklist

Welcome to Pensacola Air Flight School! We are thrilled to have you as part of the team. Please ensure all items below have been addressed and checked off.

OPERATIONS ITEMS

New Hire Documents: uploaded/updated on Pilot Tab in FC

- DocuSign 1099 employee agreement
- QuickBooks direct deposit email sent: Pay periods are 1-15 & 16-31st (6th and 21st)
- Pay Scale Addendum
- Flight Circle User profile complete
 - AOPA Flight Time Breakdown
 - Photo ID / Medical / Pilot Cert
 - Rental Agreement
 - CFI Insurance
 - \$150 fee for min hours if applicable
 - Card on file (for lost badge fee)

Shirts and Badging:

- Shirt issued or ordered (circle one)
- Airport Badge Application completed
 - Appointment made with Badging to drop off

Flight Circle:

- FC Compliance checklist

- Instructor Schedule
- Training video
 - Create, Cancel, Edit reservations, History tab
 - Applying payment; payment box, payment types
 - Prepayment discount

GroupMe:

- Add to group
- Cover guidelines: maintenance issues, photo submission, and policy info

SOPs and TSA:

- TSA General Aviation Security certificate signed, uploaded, and filed
- SOP read, reviewed with Ops, and knowledge of all topics confirmed
- Operations procedures, student policies, and work schedule understood
- CFI Binder location provided, Ops Read File notes read and signed off

SFI ITEMS

Oil and Fuel:

- PRIMER: in and locked!!
- Location and policy/procedure for adding oil; proper disposal of bottles

LOA, POH, GREs:

- Location/Link for POH provided for each aircraft
- LOA with Tracon for garcon transition provided and understood; located in orange file cabinet

- GREs explained and location advised; located in gray cabinet at CSR desk
- Ops Notes on monitor explained

CFI Checkout

- Checkout with an SFI or designated CFI for every make/model
- GRE on file for every make/model
- Garmin course certificate on file for TAA