



**STATE OF WASHINGTON
BOARD OF PILOTAGE COMMISSIONERS**

STATEMENT OF POLICY

REGARDING: The Definition and Responsibilities of a Supervising Pilot Under WAC 363-116-078

It is the policy of the Board of Pilotage Commissioners (BPC) that a Supervising Pilot shall be considered a “volunteer” of the Board of Pilotage Commissioners. The US Department of Labor defines ‘volunteers’ as: “...(i) individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay, (and) are not considered employees of the religious, charitable or similar non-profit organizations that receive their service.”

The role of the Supervising Pilot varies by phase of the Training Program. The first phase is the **Observation Phase**. The Supervising Pilot is observed by and interacts with the pilot trainee who is gaining knowledge and skills necessary for success in the Training and Evaluation Phases. In the **Training Phase** the Supervising Pilot allows the pilot trainee to do most, if not all, of the work. The Supervising Pilot should interact and coach the pilot trainee by providing guidance and advice. It may also be necessary for the Supervising Pilot to demonstrate some aspects of the job. In the **Evaluation Phase** the Supervising Pilot will evaluate the performance of the pilot trainee in order to determine if they can pilot safely and independently. The Supervising Pilot will expect the pilot trainee to do the entire job without any guidance or interaction from the Supervising Pilot.

In performing all of these roles, the Supervising Pilot will abide by BPC’s rules and directives. The Supervising Pilot will use the BPC’s standardized procedures and content for evaluating the pilot trainees, which comes in the form of a Training Program Trip Report. In addition, the Supervising Pilot must attend the BPC’s Train-the-Trainer course before evaluating a pilot trainee in the Training and Evaluation Phases of the Training Program.