

# Employer Training Form

## South Bend International Airport



\_\_\_\_\_  
Applicant's Full Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***By signing this document, I certify that I have received hands-on training in the areas applicable to my job functions as indicated below. I understand that failure to adhere to safety and security regulations may result in the suspension or revocation of my security media.***

\_\_\_\_\_  
Badge Holder Trainer (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***I certify that the above-named applicant has successfully completed hands-on training for all relevant areas.***

### Employer Non-Movement Training

Initial

- \_\_\_\_\_ 1 **Non-Movement Area Driving Familiarization** (understand and navigate designated areas, i.e., ramps, fuel farm, etc.)
- \_\_\_\_\_ 2 **Non-Movement Boundary Line Locations** (identifying and adhering to boundaries)
- \_\_\_\_\_ 3 **Aircraft Position Awareness and Aircraft Right of Way** (determining aircraft intentions: taxiing, pushback, etc.)
- \_\_\_\_\_ 4 **Jet Blast and How to Avoid It**
- \_\_\_\_\_ 5 **Safety Precautions Near Running Aircraft** (identifying anti-collision lights, wing walkers, engine operation)
- \_\_\_\_\_ 6 **Pushback Procedures and Giving Way**
- \_\_\_\_\_ 7 **Movement VS Non-movement** (understand where you are NOT permitted)
- \_\_\_\_\_ 8 **SIDA Boundary & Authorized Badge Access** (recognizing security areas and badge access levels, challenge program)
- \_\_\_\_\_ 9 **Escorting Vehicles in Non-Movement Areas** (proper escort procedures and compliance)

### Employer Passenger Boarding Bridge Training

Initial

- \_\_\_\_\_ 1 **Start-up Operations Procedures**
- \_\_\_\_\_ 2 **Checking for Obstructions** and FOD on the Ramp Prior to PBB Operation
- \_\_\_\_\_ 3 **Ground Marshal Responsibilities** (understanding directions and communications)
- \_\_\_\_\_ 4 **Three-Position Switch** (understand how it works and what each position means)
- \_\_\_\_\_ 5 **Different Gate Operations** (understanding the buttons and controls, i.e., floor heat, bridge movement, etc.)
  - \_\_\_\_\_ a. Gates 2-7
  - \_\_\_\_\_ b. Gate 8
  - \_\_\_\_\_ c. Gate 9
  - \_\_\_\_\_ c. Ground Loading Procedures and Switchback Ramp (when could this occur)
- \_\_\_\_\_ 6 **Gate 2A/2B and 8A/8B Maneuvering**
- \_\_\_\_\_ 7 **400 Hz GPU Cable Extension/Retraction** (understanding bridge movement paused when extended)
- \_\_\_\_\_ 8 **Canopy Extension/Retraction** (understanding how-to and bridge movement paused when extended)
- \_\_\_\_\_ 9 **Auto-Level Arm**
- \_\_\_\_\_ 10 **Bridge Adapter** (CRJ, mobile adapter, gate 8 adapter)
- \_\_\_\_\_ 11 **Safety Foot** (Gates 8 and 9)
- \_\_\_\_\_ 12 **Parking PBB and Shutdown Instructions**
- \_\_\_\_\_ 13 **Understanding Oversteer** (recognizing and preventing oversteer situations)
- \_\_\_\_\_ 14 **Swing Limit Awareness** (identifying approach limits, avoiding swing limit breaches, and how to correct)
- \_\_\_\_\_ 15 **When to Contact the Airport** (troubleshooting first, faults, oversteer, etc.)
- \_\_\_\_\_ 16 **Parking PBB and Shutdown Instructions**