

## Tcraft Aeroclub "AirCaddy" Aircraft Tug Operating Procedure (rev. 12/2020)

1. Unplug the power cord and wrap it around the brackets at the rear of the tug securely with nothing hanging.
2. Turn on the power switch by rotating the key to the right. You should hear the battery relay "click". The voltmeter should show a full charge (Needle in the white bar). Wait at least five seconds.
3. Make sure your path is clear of obstructions. The Red Emergency Knob in the middle of the handlebars should be out showing a green stripe. If it isn't, rotate the Red Emergency Knob **clockwise** gently and it will pop out exposing the green stripe. Grasp the handlebars and rotate them **VERY SLOWLY** away from you to go forward and toward you for reverse. It is **VERY IMPORTANT** that you become familiar with the speed and maneuverability of the tug before you hook it to a plane. **DO NOT operate the tug at maximum speed when maneuvering. It WILL cause damage to it, you and the plane.**  
If you need to stop suddenly, release the handlebar grips and the tug will stop with its internal electric brake system. You can also push the Red Emergency Knob in and the tug will stop quickly.
4. Make sure the wheel cradle ramp is up and locked and then maneuver the tug slowly to the airplane.
5. Align the tug straight with the airplane's front nose wheel. Stop when the front of the wheel cradle is about a foot away from the nose wheel. Make sure the cradle rotation pin is locked down and cradle will not rotate. (This pin can be released allowing the cradle to rotate making the tug easier to steer if desired but it has to be locked into place before the plane can be removed from the tug) Pull the black handle lightly (Do Not force it) to release the cradle ramp allowing it to drop down for the nose wheel to roll up.
6. Release the winch strap, pull it out and install the long handle/hook to the front landing gear around the strut tube. Remove tire chocks and make sure the emergency brake is off. Rotate the hand winch ratcheting lever forward. Wind the hand winch until the plane's nose wheel is securely up the ramp and in the cradle. The cradle ramp will rotate up to a closed and locked position. Make sure to keep tension on the strap and hook but not too much. One or two clicks of the winch after the strap is tight is plenty.
7. Once the nose wheel is locked into the cradle, the plane is ready to be moved.  
**STOP! Whenever you move a plane in or out of the NORTH HANGERS lock the yoke in the full up elevator using the seat belt/safety harness. If you don't the ELEVATOR WILL HIT THE HANGER FLOOR.**
8. Maneuver the plane to the desired location VERY SLOWLY. Take your time. If possible have someone watch the wing tips for clearance and look for other things that may be in your way.
9. When you reach the desired place to park the plane, apply the plane's emergency brake or place chocks in front of the tires. Disconnect the hand winch by first rotating the hand winch ratcheting lever rearward and rotate the winch handle until the hook is loose enough to be removed from the strut tube. Disconnect the hook from the strut tube. Rotate the ratcheting lever forward and wind the strap back onto the winch. Move the tug backwards until the tire just touches the ramp of the cradle. Pull the cradle release lever LIGHTLY towards you. The ramp should drop. Then VERY SLOWLY drive the tug away from the plane. The cradle ramp will rotate down and the nose wheel will roll down the ramp and off of the cradle. Pull up on the end of the cradle ramp to lock it back into position before driving the tug away.
10. Park the tug **in the designated spot marked on the floor** at far west end of the hanger. Turn the key off and plug the tug into the outlet on the column. The indicator light on the unit (opposite side from the power cord) should be amber or green. If it is flashing please notify the board as this indicates an error.

Signing below indicates that you have been trained, are comfortable using the tug and understand that you are responsible for any damage incurred while operating this equipment. This form will be kept in your membership folder.

Signed: \_\_\_\_\_ Printed name: \_\_\_\_\_

Date: \_\_\_\_\_