Operating Procedures for Use of Aircraft on University Business

Effective date: May 1, 2017

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CONTACTS

For questions about these procedures, contact:

Risk Management
765-494-7695
riskmgmt@purdue.edu

APPLICATION OF THESE PROCEDURES

All University employees and other persons for whom Purdue University may be legally responsible must comply with these procedures before they may operate, lease, use or cause to be used any University owned or leased or non-University owned or leased Aircraft in the course of conducting University Business. This procedure applies to all Purdue University Operations, worldwide.

This procedure does not apply to the following Aircraft:

1. Aircraft chartered by a University department (with a professional pilot) from a licensed, professional air charter company;
2. Aircraft used for a flight on a commercial air carrier licensed by the Federal Aviation Administration; or
3. Aircraft owned or leased by Purdue Research Foundation and piloted by pilots authorized to do so in connection with providing or receiving instruction under the University’s Flight Operations Guidelines for General Use or other flight training curricula or pursuant to guidelines set forth in the lease governing the use of such Aircraft.
4. Aircraft owned or operated by a separate legal entity that provides flight training or instruction to members of the University community.

Individuals who fail to adhere to these procedures may be deemed not to qualify for Indemnification from the University and may be subject to disciplinary action as deemed appropriate.

UNIVERSITY OWNED OR LEASED AIRCRAFT

1. University units that acquire an Aircraft (through purchase, lease, gift or any other means) or that dispose of an Aircraft (through sale, lease expiration, salvage or any other means) must contact Risk Management prior to acquisition or disposal. Owning and operating an Aircraft requires specific types of insurance. Insurance is purchased specifically for an Aircraft, and cost depends on a number of factors. These factors include the type of Aircraft, type of engine, number of passengers it is capable of carrying, intended use, etc.

2. Operation of University owned or leased Aircraft is limited to the following individuals:
   A. Authorized employees of the University;
   B. Students registered for classes at the University who are operating the Aircraft as part of their coursework or degree program and under the supervision of a qualified instructor in the School of Aviation and Transportation Technology; or
   C. Others authorized by School of Aviation and Transportation Technology officials or Risk Management who possess all the appropriate training and provide evidence of all certifications required for the type of Aircraft being operated. Pilots are required to follow all rules of operation including those outlined in the Appendix to these Operating Procedures.

3. The use of University owned or leased Aircraft is for University Business only. Use of University owned or leased Aircraft is governed by the University’s Flight Operations Guidelines for General Use, as updated from time to time. Any use not in compliance with those guidelines is strictly prohibited.

4. Aircraft must be used in compliance with all FAA guidelines and other applicable Purdue procedures and guidelines, including the Flight Operations Guidelines for General Use.

NON-UNIVERSITY OWNED OR LEASED AIRCRAFT

1. Individuals must submit a request to Risk Management for approval to use a non-University owned or leased Aircraft for University Business at least two weeks prior to the scheduled flight. Requests must include:

   A. A completed Use Request and Pilot History Form.
   B. A Certificate of Insurance (COI) evidencing proof of Aircraft liability insurance that at a minimum meets the required limits with an insurer acceptable to Risk
Management. The COI must name Purdue University and The Trustees of Purdue University as additional insured, and must stipulate that coverage is primary to any insurance that may be carried by Purdue University. The COI must also include a waiver of subrogation in favor of Purdue University related to all physical damage to the Aircraft.

2. Risk Management will collaborate with the School of Aviation and Transportation Technology and its aviation consultants to verify that both the pilot(s) and Aircraft meet minimum accepted standards established in support of these Operating Procedures (see Appendix).

3. Risk Management will review insurance documentation to verify minimum acceptable insurance requirements are met.

4. Risk Management will give final approval or denial for use of non-University owned or leased Aircraft used for University Business. Approval is granted on a per trip basis unless otherwise noted.

5. An appeal regarding the denial of use may be addressed to the Senior Vice President and Assistant Treasurer of the University, whose decision is final.

REIMBURSEMENT OF TRAVEL EXPENSES

Reimbursement of travel expenses involving the approved use of an Aircraft will be handled under the University’s travel policies in effect at the time of travel (for details see Purdue University General Travel Policies (B-33), as amended or updated, as well as the University’s Travel Department website).

DEFINITIONS

All defined terms are capitalized throughout the document. Additional defined terms may be found in the central Policy Glossary.

Aircraft
Any machine or device, such as an airplane, helicopter, glider or dirigible (airship), that is capable of atmospheric flight and conveying passengers.

FAA
The Federal Aviation Administration.

Indemnification
The process and standards by which the University agrees to protect an individual from any threatened or asserted claims, actions, suits or proceedings due to the nature of his or her relationship with the University. See the Policy on Indemnification.
Purdue University Operations
All Purdue University offices and campuses, state-wide technology programs, county extension programs, and any other program or activity conducted by or in the name of Purdue University.

Risk Management
The University's Risk Management Department on the West Lafayette campus.

University Business
Activities (including travel) engaged in on behalf of the University.

RELATED DOCUMENTS, FORMS AND TOOLS

Travel Department website
Minimum Insurance Requirements
Minimum Pilot Time Requirements
Use Request and Pilot History Form
Purdue University Flight Operations Guidelines for General Use

Policies
- Alcohol- and Drug-Free Campus and Workplace Policy (C-44)
- Indemnification Policy
- Purdue University General Travel Policies (B-33)

HISTORY AND UPDATES

May 1, 2017: Procedures established and effective in support of the University’s General Travel Policies (Executive Memorandum B-33), as amended or superseded.

APPENDIX

1. Minimum Pilot Qualifications

   All pilots must:
   A. Possess a private pilot certificate.
      i. A Purdue student must possess a student pilot certificate.
   B. Possess a valid FAA medical certificate.
   C. Possess proper endorsements for the class of Aircraft being used and/or the type of conditions to be flown in.
   D. Have no pending accidents (FAA definition) under investigation by the FAA.
   E. Meet minimum total pilot-in-command time and pilot-in-command time related to the class of Aircraft being used as specified by Risk Management (see Minimum Pilot Time Requirements).
Pilots operating a multi-engine, piston-powered Aircraft or a single-engine, turboprop-powered Aircraft must also possess a Commercial Pilot Certificate with multi-engine and instrument ratings.

Non-University owned or leased Aircraft with total seating capacity of seven seats or greater may subject the pilot to additional qualifications as specified by Risk Management in consultation with the University’s aviation consultant or underwriter.

2. Minimum Aircraft Insurance Requirements

   Aircraft must have Aircraft liability insurance with minimum limits as specified by Risk Management (see Minimum Insurance Requirements for non-owned aircraft).

3. Safety Belts

   Use of safety belts must comply with FAR 91 guidelines.

4. General Prohibitions

   A. Use of experimental Aircraft is prohibited. Requests for an exception will be reviewed on a case-by-case basis by Risk Management.

   B. Consumption of alcohol by pilots and passengers is prohibited in an Aircraft being used for University Business (see the Alcohol- and Drug-Free Campus and Workplace Policy (C-44), as amended or updated). Pilots and crews must strictly observe all FAA requirements regarding consumption of alcohol prior to a flight.

   C. Smoking is prohibited in an Aircraft being used for University Business.

   D. Transportation of hazardous materials in an Aircraft being used for University Business is prohibited.

5. Accident Reporting

   All accidents (as defined by 49 CFR 830) involving an Aircraft being used for University Business must be reported promptly to Risk Management and to the pilot’s supervisor. Pilots are required to also notify their insurance company (non-University owned or leased Aircraft).