

**Non-University Owned Aircraft**

On occasion, the University utilizes non-owned aircraft for the purpose of completing official University travel. These non-owned aircraft are typically made available for use by supporters of the University and the Department of Athletics. Non-owned aircraft may also include the use of commercial charter services. This policy will provide guidelines for the use of any non-owned aircraft for travel by employees on official University business.

**APPROVAL OF NON-OWNED AIRCRAFT**

The University's Chief Pilot will review and approve, in advance and in writing, the aircraft, insurance, and pilot requirements for all non-owned aircraft that are made available for official University travel.

The Chief Pilot will provide to the Athletic Director, Athletic Business Office, Athletic Compliance Office, Razorback Foundation, and the Chancellor's Office a list of all non-owned aircraft that have been approved for use. The Chief Pilot will review and update this list on a semi-annual basis.

Employees are prohibited from utilizing for University business travel any non-owned aircraft that have not been approved under this policy.

**APPROVAL OF TRAVEL**

Employees will follow the standard University policies and procedures for requesting approval of official business travel. In addition, employees will follow standard departmental procedures for requesting use of a University plane. If a University plane is not available, the Chancellor or his designee may approve the use of a non-owned aircraft that has been approved under this policy.

Employees are prohibited from utilizing for University business travel any non-owned aircraft that have not been approved under this policy.

**AIRCRAFT REQUIREMENTS**

*Provided by Individuals or Companies*

All non-owned aircraft shall be powered by two or more turbine engines, and maintained as required by the aircraft manufacturer and all applicable FAA operational specifications. The owner or operator of the aircraft shall be required to have on file copies of their charter certificates, registration, contracts, insurance, and pilot training records. The University's Chief Pilot will be responsible for requesting and maintaining all documentation necessary for approval of the non-owned aircraft. At a minimum, this will include current insurance and pilot endorsements.

*Provided by Commercial Charter Services*

All charter aircraft shall be powered by two or more turbine engines, and maintained as required by the aircraft manufacturer and all applicable FAA Part 135 operational

specifications. The owner or operator of the aircraft shall be required to have on file copies of their charter certificates, ops specs, contracts, insurance, and pilot training records. The University's Chief Pilot will be responsible for requesting and maintaining all documentation necessary for approval of the non-owned aircraft. At a minimum, this will include current insurance and pilot endorsements.

### **INSURANCE REQUIREMENTS**

Aircraft owners will maintain a minimum of \$25 million of liability insurance for the aircraft. The Board of Trustees of the University of Arkansas and The Razorback Foundation, Inc. shall be named as additional insureds as follows: "Board of Trustees of the University of Arkansas, The Razorback Foundation, Inc., and their respective trustees, directors, officers, representatives and employees." Copies of these insurance certificates will be held on file by the University's Chief Pilot.

If it becomes necessary to establish new liability limits in keeping with current industry standards, it shall be the responsibility of the University's Chief Pilot, in consultation with the Director of Risk Management of the University, to recommend the acceptable limits of liability.

### **PILOT REQUIREMENTS**

Two pilots are required for all flights involving University personnel and Razorback Foundation. Pilots shall have, as a minimum:

#### *Captain*

- Commercial Pilot Certificate
- Current Medical Certificate
- Type rating as required by aircraft type
- Training in the aircraft type at Flight Safety or equivalent within the past 12 months
- Be employed as a pilot
- 2000 hours Pilot in Command, 500 hours of which are in Multi-Engine aircraft
- Minimum of 2000 hours Pilot in Command Multi-Engine
- Minimum 500 hours turbine powered aircraft
- Minimum 100 hours in aircraft type

#### *Copilot*

- Commercial Pilot Certificate
- Current Medical Certificate
- Second in Command type rating as required by aircraft type
- Training in the aircraft type at Flight Safety or equivalent within the past 12 months
- Be employed as a pilot
- 1000 hours Pilot in Command, 250 hours of which are Multi-Engine aircraft
- Minimum of 1000 hours Pilot in Command Multi-Engine
- Minimum of 100 hours turbine powered aircraft
- Minimum 50 hours in aircraft type

Pilots that are named on their company's insurance policy may have less time than described above. If contract pilots are used and not named in the policy, they must meet the open pilot warranty of the company's insurance policy.

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