



# AeroFliers

## Operating Procedure # 2012 - 02 Scheduling of Aircraft

Effective: 03/01/2013

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### PURPOSE

To provide orderly access to the club aircraft, this procedure establishes the methods used by members to reserve a specific aircraft for a specific period of time.

### OPERATING PROCEDURE

- 1. Responsibility.** The Vice President shall be responsible for monitoring and assuring compliance with procedures established for the scheduling of Club aircraft. The procedures shall be modified by the Board to provide optimum utilization of the aircraft and to meet any circumstances which may arise.
- 2. Aircraft Scheduling Reservations.** Aircraft scheduling shall be maintained for each aircraft operated by the Club, and all flights shall be scheduled using the on-line application, Flight Schedule Pro. The Vice President will maintain access and content of the scheduling application.
- 3. Scheduling.** All usage of the Club aircraft shall be scheduled in Flight Schedule Pro including details of duration, passengers, and route. Aircraft may be scheduled for cross-country flights of up to forty-eight (48) hours in duration on a member's initiative. The Chief Maintenance Officer shall be informed of flights in excess of forty-eight (48) hours in duration.
- 4. Release of Scheduled Flight.** If a member is more than thirty (30) minutes late, he automatically relinquishes his right to the airplane to any member who happens to be present and desiring the same airplane. This rule however, does not relieve a member of responsibility for canceling reservations so that others may ascertain that the aircraft has become available.
- 5. Preflight and Post Flight Records.** Preflight Record Sheets shall be filled in prior to flight and left in the hangar. If any equipment deficiencies or malfunctions are found during visual inspection or flight, proper entries shall be noted on these sheets. Any such items of a serious nature are to be called to the attention of the Aircraft Maintenance Officer; and on his advice, the plane may remain on flight status or be grounded as the case may be.

- a. If grounded, a grounding placard, provided in the hanger, shall be placed on the preflight board and a Board member shall be contacted to update the on-line flight schedule. Future scheduled pilots should be notified when possible.
  - b. If not grounded, the discrepancy write-up should indicate that the Aircraft Maintenance Officer has authorized flight with the discrepancy.
  - c. No member (except the Chief Maintenance Officer or his designee) may perform any maintenance on a Club aircraft, other than a preflight inspection, without proper authorization from the Chief Maintenance Officer or his designee.
- 6. Post Flight.** Upon completion of a flight the pilot must tidy up the aircraft.
  - a. Waste paper and extra charts will be removed, seat belts will be straightened up, windows cleaned, etc.
  - b. In no case will tanks be left less than half full after the last flight of the day, unless contacted by the next scheduled pilot requesting the tanks remain less than half full.
- 7. Return of Aircraft In Advance of Scheduled Return.** Whenever a pilot returns an aircraft more than two hours in advance of its scheduled arrival back to AKR, the pilot shall be update the on-line schedule as practically possible.
- 8. Notification of Failure to Return on Schedule.** When an aircraft cannot be returned as scheduled, the pilot shall immediately notify the Vice President or if he/she cannot be contacted, one of the other officers, by telephone to indicate why the aircraft cannot be returned. The pilot will indicate when it will be returned, and provide a telephone number where the pilot can be contacted. The pilot shall also be responsible for contacting directly, any other pilots whose scheduled flights may be affected by the delay in return of the aircraft. If such notification is not made, the pilot may be fined at the discretion of the Board.
- 9. Foreign or Flight over Water Operations.** Club aircraft shall not be operated outside the U.S.A. or over water for more than 10 minutes from shoreline without the prior written permission of the Vice President. His permission shall be predicated on an assurance by the Chief Flight Instructor that the pilot in command is thoroughly familiar with ditching, foreign air regulations and any other information deemed pertinent to the flight contemplated. If the aircraft is flown in areas outside the coverage of the Club insurance policy, such permission will not be granted unless adequate insurance covering the foreign flight naming Aero Fliers, Inc., as a named insured and is procured with evidence of such insurance being provided to the Secretary.

## REVISION HISTORY

Approved by majority vote of the Board of Trustees:

Version	Date	Signature, President
1.0	05/12/2012	
1.1	02/20/2013	
1.2	08/12/2014	On file
1.3	08/07/2015	On file