



✈ Request for Private Aircraft Authorization to Fly on University of Alaska Business ✈
Pilot & Aircraft Request and Agreement

Terms and Conditions:

With the exception of the university's aviation schools, piloting of aircraft by employees for university business is not allowed except as specifically approved by the System Office of Risk Services (see University Regulation [\(05.02.060 10.f.\)](#)). Approval is likely to be granted when commercial transportation, including charter aircraft, is not available or research projects require specialized equipment to be installed on aircraft.

Transporting passengers, including other university employees, in employee owned or operated aircraft also requires the prior approval of the System Office of Risk Services. Due to liability issues, transporting non-university employees will rarely be allowed.

Employees authorized to fly on University business are not authorized to conduct any other business for any other interest during that time frame. This includes the hauling of any supplies or freight for others.

Employee pilots continue to be, at all times, subject to all federal, state and local laws and regulations governing operation of aircraft. The aircraft to be used shall not be declared for "Public Use".

Employees must agree that the University shall not be liable for any maintenance, repairs, or hull damage incurred during the use of a private aircraft on University business.

Immediate notification must be given to the System Office of Risk Services of all aviation accidents or injuries.

Employees disregarding these regulations will be considered to be functioning outside the course and scope of their employment for any loss reimbursement or liability purposes. This means that an employee who incurs a loss or a claimed or actual liability as a result of a violation of these regulations will not be entitled to any loss reimbursement or to defense and/or indemnification by the University of Alaska in any action taken against him/her.

To be considered for approved pilot status, university employees must complete the **Pilot and Aircraft Request and Agreement** and submit it to Risk Services. Approval will include but is not limited to: required hours in make and model of aircraft, current airman's certificate, medical rating, and insurance coverage.

PILOT & AIRCRAFT REQUEST AND AGREEMENT

Information about you		
Application date		
Your name		
Employee of University	UAF <input type="checkbox"/> UAA <input type="checkbox"/> UAS <input type="checkbox"/>	
Department		
Phone(s)		
Email		
Describe planned UA-business related flight activity for next 12 months		
Passengers - <i>allowed only with specific written approval</i>		
Requesting approval for passengers	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Type of passengers	UA Employees <input type="checkbox"/> Other <input type="checkbox"/>	
Reason for passengers		
University of Alaska (UA) requirements		
Your Airman Certificate #		
University of Alaska requires at least a private certificate	Private <input type="checkbox"/> Commercial <input type="checkbox"/> ATP <input type="checkbox"/>	
Your make & model of plane to be flown	Make	Model
University of Alaska category & class minimum requirements are:		
Requirements	Visual Flight Rules	Instrument Flight Rules
Certificate type	Private	Private with instrument rating
Total time	200 hr	500 hr
Total Alaska time	100 hr	100 hr
Instrument	N/A	50 hr
Make & model	50 hr	50 hr
Pilot statements		NO YES
I certify that I comply with state and federal aviation regulations applicable to the plane described in this Request and Agreement. I understand that I am responsible for keeping current with all regulations while my plane is approved for university business. This Request and Agreement applies only to the described plane. If there are changes in the described plane or my pilot status, I agree to submit a new Request and Agreement to the University of Alaska.		<input type="checkbox"/> <input type="checkbox"/>
I certify that I have an aviation liability policy on the plane described in this Request and Agreement. The limit of liability is at least \$ 500,000, and I have named the University of Alaska as an Additional Insured. I certify that I will keep the policy current while flying described plane on university business. If policy is cancelled or expired, I understand that permission to fly on university business is revoked. I understand that the University of Alaska shall not be liable for any maintenance, repairs, or hull damage incurred during the use of the described plane on University business, nor shall the University of Alaska be responsible for any of my personal property.		<input type="checkbox"/> <input type="checkbox"/>
I comply with the University of Alaska minimum category & class requirements stated above.		<input type="checkbox"/> <input type="checkbox"/>
I hold a current airman's certificate, which is attached to this Request and Agreement.		<input type="checkbox"/> <input type="checkbox"/>
I hold a current medical certificate (at least Class III), which is attached to this application).		<input type="checkbox"/> <input type="checkbox"/>
The plane described in this Request & Agreement has a current annual inspection as required by the Federal Aviation Regulations. I understand that I am responsible for keeping my annual inspection current any period while my plane is approved for university business.		<input type="checkbox"/> <input type="checkbox"/>
I comply with the required flight reviews as required by Federal Aviation Regulations. I understand that I am responsible for keeping my flight reviews current during any period while my plane is approved for university business.		<input type="checkbox"/> <input type="checkbox"/>
I certify that I meet all recent flight experience requirements to exercise the privileges of Pilot in Command as specified in 14 CFAR Part 61.57 subparagraphs (a) and (b).		<input type="checkbox"/> <input type="checkbox"/>
I meet all recent instrument experience requirements to act as Pilot in Command as specified in 14 CFAR Part 61.57 subparagraph (c) or (d), is applicable.		<input type="checkbox"/> <input type="checkbox"/>

PILOT & AIRCRAFT REQUEST AND AGREEMENT

Attachments	
Current airman certificate	<input type="checkbox"/> Attached
Current medical certificate	<input type="checkbox"/> Attached
Certificate of insurance with: <ul style="list-style-type: none"> • \$ 500,000 liability • University of Alaska as Additional Insured 	<input type="checkbox"/> Attached
Signature and acknowledgement	
I acknowledge that I have read and agree to the material contained in this "Request for Private Aircraft Authorization to Fly on University of Alaska Business," including but not limited to: <ul style="list-style-type: none"> • Terms and Conditions • Passengers • UA requirements I have included the required attachments.	
UA Employee (Pilot) Signature	(Sign)
(Employee) Date	(Date)
UA Department / Supervisor (Supervisor Print)	(Print)
UA Department / Supervisor (Supervisor Sign)	(Sign)
(Supervisor) Date	(Date)
Approval of Pilot	
You have been approved to fly on university business for one year. It is your responsibility to notify this office if any of the information provided on this application changes.	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
You have not been approved to fly for the following reason(s):	
University of Alaska Risk Manager, Vanessa Saephan	(Sign)
Date	(Date)
Approval for Passengers	
You have been approved to carry passengers as described in this application on university business for one year. It is your responsibility to notify this office if any of the information provided on this application changes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
You have not been approved to carry these passengers for the following reasons:	
University of Alaska Risk Manager, Vanessa Saephan	(Sign)
Date	(Date)