

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 3.e.). 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.

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PILOT & AIRCRAFT REQUEST AND AGREEMENT

Information about you								
Application date								
Your name								
Employee of University		UAF□	UAA□	UAS□				
Department								
Phone(s)								
Email								
Describe planned UA-business related flight activity for								
next 12 months								
Passengers - allowed o	nly with specific written approval							
Requesting approval for passengers		Yes 🗖	No 🏻					
Type of passengers		UA Em	ployees 🗆	Othe	er 🗆			
Reason for passengers								
University of Alaska (U	A) requirements							
Your Airman Certificate	· #							
University of Alaska red	quires at least a private certificate	Private□ Commercial□ ATP□						
Your make & model of	plane to be flown	Make			Model			
University of Alaska ca	tegory & class minimum requireme	nts are:						
Requirements	Visual Flight Rules			Instru	ment Flight Rules			
Certificate type	Private				ith instrument ratir	ng		
Total time	200 hr				500 hr			
Total Alaska time	100 hr				100 hr			
Instrument	N/A				50 hr			
Make & model	50 hr				50 hr			
Make & model Pilot statements	50 hr				50 hr	NO	YE	S
Pilot statements	50 hr n state and federal aviation regulations	applicable	e to the plar	ne described		NO	YE	S
Pilot statements I certify that I comply with Agreement. I understand	n state and federal aviation regulations that I am responsible for keeping curre	nt with all	regulations	s while my pl	in this Request and ane is approved for	NO	YE	S
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PILOT & AIRCRAFT REQUEST AND AGREEMENT

Attachments					
Current airman certificate	☐ Attached				
Current medical certificate	■ Attached				
Certificate of insurance with:	☐ Attached				
 \$ 500,000 liability 					
 University of Alaska as Additional Insured 					
Signature and acknowledgement					
I acknowledge that I have read and agree to the material co	intained in this "Request for Private Aircraft Authorization to				
Fly on University of Alaska Business," including but not limited to:					
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	Yes No 🗖				
one year. It is your responsibility to notify this office if					
any of the information provided on this application					
changes.					
You have not been approved to fly for the following					
reason(s):					
University of Alaska Chief Risk Officer, Timothy Edwards	(Sign)				
Date	(Date)				
Approval for Passengers					
You have been approved to carry passengers as described	Yes □ No □				
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.					
You have not been approved to carry these passengers					
for the following reasons:					
University of Alaska Chief Risk Officer, Timothy Edwards	(Sign)				
Date	(Date)				

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