



# Fact Sheet

## Aircraft Charters & Use of Private Planes

### REFERENCE

- 1) [BUS-81 University of California Marine and Aviation Insurance](#)
- 2) [BUS-63 Vendor Insurance Matrix](#)
- 3) [BUS-63 Exh.B Insurance and Indemnification Guidelines for the Use of Aircraft Not Owned by the University](#)
- 4) [BUS-63 Exh.C Corporate Insurance Guidelines for the Use of Aircraft Not Owned by the University](#)

### COVERAGE DESCRIPTION

The University purchases Marine and Aviation insurance to cover exposures arising out of the operation of marine and aviation vehicles owned by the University, in which the University has an insurable interest, in the care, custody, or control of the University, for which the University has agreed to insure under written contract prior to a loss, or for which the University is legally liable. The coverage is designed to cover (1) risks of physical loss or damage to University marine and aviation vehicles; (2) liabilities arising from the University's marine and aviation operations that result in bodily injury and/or property damage to third party(ies); and (3) foreign shipments of University property.

### APPLICATION TO CHARTER AIRCRAFT

Departments and employees who want to charter an aircraft to conduct University business shall submit an [Application to Charter Aircraft](#) to the campus Purchasing and Risk Management Offices. The Purchasing Office will prepare a Purchase Order Requisition, Purchase Order, and Aircraft Charter Agreement based upon the information provided in the [Application to Charter Aircraft](#) and in compliance with all requirements as specified in [Business & Finance Bulletin G-28](#), [BUS-63 Vendor Insurance Matrix](#), [BUS-63 Exh.B Insurance and Indemnification Guidelines for the Use of Aircraft Not Owned by the University](#) and [BUS-63 Exh.C Corporate Insurance Guidelines for the Use of Aircraft Not Owned by the University](#). All aircraft charters shall be approved by the Chancellor.

UC requires aircraft operators to provide a certificate of insurance as evidence that the Regents of the University of California, its officers, agents, and employees are named additional insured, and the operator has Aircraft Liability insurance, combined single limit coverage for bodily injury, property damage, and passenger liability as shown:

- |   |                   |
|---|-------------------|
| 1. <i>General Aviation Aircraft (non-rotor) 3<sup>rd</sup> Level, Non-scheduled (w/max. 20 seating capacity):</i> | \$10,000,000 CSL  |
| 2. <i>Rotor Wing Helicopters (max 10 occupancy):</i>  | \$10,000,000 CSL  |
| 3. <i>Air Ambulance (fixed or rotor):</i>   | \$10,000,000 CSL  |
| 4. <i>Private Aircraft (General Aviation only) - Single Engine Piston fixed wing:</i>                             | \$2,000,000 CSL   |
| 5. <i>Private Aircraft (General Aviation only) - Multi Engine Piston fixed wing:</i>                              | \$10,000,000 CSL  |
| 6. <i>Jet Turbo Fixed Wing (with up to 12 seats including crew):</i>  | \$50,000,000 CSL  |
| 7. <i>Aircraft (with 13 - 40 seats including crew):</i>   | \$200,000,000 CSL |
| 8. <i>Aircraft (over 40 total seats, including crew):</i>   | \$500,000,000 CSL |

The coverage evidenced shall contain a waiver of subrogation in favor of The Regents of the University of California, its officers, agents, and employees and the operator's insurance shall be primary and non-contributory to any other insurance that may be maintained by The Regents of the University of California.

For additional information call the UCSB Risk Management Office at (805) 893-2860.

### APPLICATION TO USE NON-OWNED AIRCRAFT ON UNIVERSITY BUSINESS

Employees who want to use non-owned aircraft to conduct University business shall complete an [Application to Use Aircraft on UC Business](#) form and submit it to the Risk Management Office for processing. Employees using non-owned aircraft on University business shall meet the University's minimum aviation requirements prior to piloting aircraft. These standards and requirements have been established by the University and its insurance underwriters.

1. Use of non-owned aircraft shall be approved by the Chancellor per [Business & Finance Bulletin G-28](#).
2. Employee pilots must provide evidence of aviation liability insurance with a minimum of \$1 million per occ. combined single limit bodily injury, property damage, passenger liability if flying single engine piston fixed wing aircraft.
3. A certificate of insurance that names The Regents, its officers, agents, and employees as additional insured, contains primary and non-contributory and waiver of subrogation provisions shall be submitted to the Risk Mgmt. Office.
4. Proof of insurance coverage shall extend to loss of or physical damage to the aircraft.
5. Employee pilot shall have a current private license and a minimum of 10 hours of flying time as a pilot in command in the same make and model of aircraft in the preceding 90 days
6. To carry passengers, the employee pilot shall either have logged 500 hours of actual flight time as a licensed private pilot in command of an aircraft, or possess a valid commercial (or higher type) pilot license issued by the FAA.
7. A current [Pilot History Form](#) shall be submitted to the campus Risk Mgmt. Office along with the Application.

For additional information call UCSB Risk Management & Insurance at 893-2860.

### FORMS

[Application to Charter Aircraft](#)  
[Application to Use Aircraft on UC Business](#)  
[Pilot History Form](#)