



# Application to Use Aircraft on UC Business

## INSTRUCTIONS

The Application to Use Non-Owned Aircraft must be completed by any UC Santa Barbara employee pilot who wants to use a non-owned aircraft (not owned by the University of California) on official University business. Submit completed form to UCSB Risk Management.

## DEPARTMENT

Date of Application: \_\_\_\_\_ Department: \_\_\_\_\_ Fax: \_\_\_\_\_  
Dept. Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

## EMPLOYEE PILOT INFORMATION

Name of Employee Pilot: \_\_\_\_\_ Email: \_\_\_\_\_  
Employee Job Title & Department: \_\_\_\_\_ Ph: \_\_\_\_\_

### QUALIFICATIONS (check if yes):

### ATTACHMENTS (check if yes):

10 hours flying time in same aircraft as pilot  500 hours flight time as pilot  Pilot's License  Pilot History Form

## TRIP INFORMATION

Date(s) of Trip: \_\_\_\_\_ # of Passengers: \_\_\_\_\_ UC Employees: \_\_\_\_\_ Students: \_\_\_\_\_ Other Invitees: \_\_\_\_\_  
Trip Itinerary \_\_\_\_\_  
Reason for Trip: \_\_\_\_\_

## AIRCRAFT INFORMATION

Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Ph: \_\_\_\_\_  
Aircraft Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. No: \_\_\_\_\_

## AIRCRAFT INSURANCE

Broker or Agent's Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
Name of Owner's Aircraft Liability Insurance Carrier: \_\_\_\_\_  
Policy Effective Date: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Aircraft Liability Insurance Limits: \_\_\_\_\_ Certificate of Insurance Attached:  Yes  No

## CAMPUS REVIEW & APPROVAL

In accordance with University of California Business & Finance Bulletin G-28, Policy and Regulations Governing Travel, employees must obtain the prior approval of the Chancellor to use an aircraft on official University business.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_  
Risk Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_  
Vice Chancellor, Admin. Servs.: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_  
Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_

## UNIVERSITY REQUIREMENTS TO USE AN AIRCRAFT ON OFFICIAL UC BUSINESS

UC Business & Finance Bulletin G-28, Policy and Regulations Governing Travel and UC Business & Finance Bulletin, BUS-63 establish guidelines for the use of private aircraft for official travel. The following requirements must be met:

1. Use of non-owned aircraft (aircraft not owned by the University) must be approved by the Chancellor.
2. For general aviation, single-piston engine, fixed-wing aircraft, employee pilots must provide evidence of aviation liability insurance with a minimum of \$2 million per occurrence combined single limit (CSL) bodily injury, property damage, passenger liability.
3. A certificate of insurance that names The Regents as additional insured, and meets all other University insurance requirements, must be submitted to the campus Risk Management Office.
4. Proof of insurance coverage must extend to loss of or physical damage to the aircraft.
5. The pilot must 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
5. To carry passengers, the employee pilot must 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.
6. A current *Pilot History Form* must be submitted to the campus Risk Management Office along with the Application.