

# DELAWARE STATE UNIVERSITY

Aviation program



## FLIGHT OPERATIONS MANUAL

*This document includes the Safety Procedures and Practices required  
by 14 CFR §141.93(3)(i) through (x)*



August 2020

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## RECORD OF CHANGE PAGE

All Students and Instructors are required to possess the latest edition of this manual. In addition, Appendix B, 'SAFETY PROCEDURES AND PRACTICES' shall be in the possession of all student pilots during flight operations. An electronic copy of Appendix B is authorized. Upon receipt of revision to this manual, insert the new information and affix your signature to the signature page found below. Your signature indicates that you:

1. Have received the updated documents
2. Reviewed the revised content with your Flight Instructor
3. Will adhere to the changes specified in the update

A revision bar will extend the full length of new or revised text and/or illustrations added on new or existing pages. This bar will be located adjacent to the applicable revised area on the outer left margin of the page. All revised pages will carry the date of the revision on the applicable page.

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## INTRODUCTION

Our mission is for the Delaware State University's (DSU) Aviation Program to establish the highest quality of aviation-education and related training, in order to develop highly successful aviation professionals with a global perspective. We will do this through a student-centered learning environment, emphasizing academic excellence through innovation and integrity in teaching, professional development, applied and instructional research, and outreach.

The pillars of the Aviation Program are “*Dedication, Safety, Unity, Attitude, and Professionalism.*” Participants in this program will demonstrate: *Dedication* to the program, to DSU, and to their own academic and aviation success; a focus on *Safety* in aircraft operations and other critical aspects of their lives; a *Unity* of purpose, assisting each other in successful completion of the program; and a positive *Attitude*, striving to exhibit *Professionalism* in their studies, their aviation training and performance, and every endeavor they undertake.

Michael A. Hales  
Lieutenant Colonel (Retired), US Army, Director of Aviation Programs, DSU

Change is commonplace in a dynamic career field such as aviation. Through continual consultation with Government and Industry leaders, and input from the field, this Flight Operations Manual represents an ongoing effort to provide Delaware State University Aviation Program Students with the most current information for training and operating in an increasingly complex aerospace environment.

Progressing through the DSU Aviation Program is not easy, and differs from many other commercially based (CFR Part 61) flight training programs in that the Student must simultaneously pursue—

1. Academic excellence (*Required curriculum and high GPA*)
2. Administrative integrity (*Campus policies and fiscal accounting*)
3. Aeronautical regulations (*14 CFR §s, the Authorized Flight Lab syllabus, and this Manual*)

As you embark on your journey in aerospace, I encourage anyone pursuing a Professional Aviation Career to read everything they can get their hands on. This Manual is a start ... and I believe it's a good one at that.

All the best in your professional pursuits!

John Sherman  
Chief Flight Instructor (ATP ASMEL; CFI AIM; CTO; CGI-A), DSU



## GENERAL POLICY

This Flight Operations Manual describes the procedures and policies to which all members of the Delaware State University Aviation Program shall adhere and demonstrates to the FAA how the DSU Flight School conducts business.

All individuals are required to follow applicable Federal Aviation Regulations, DSU policies, the approved course syllabus, the Training Course Outline (TCO), and checklists that are developed specifically for DSU aircraft while conducting any procedure or operation, or taking any action affecting DSU aircraft and/or the DSU Aviation Program. Deviations from this Operations Manual may only be made with the expressed prior approval of the Director of Aviation Programs and/or the Chief Flight Instructor.

It is the responsibility of every individual who participates in the program to read, understand, and follow all policies, practices, procedures, and other actions outlined in this Manual. Any person involved in the program that becomes aware of any deviation from this Manual, any impending hazard, or any impediment to safe operations is required to communicate to the Chief Flight Instructor and the Director of Aviation Programs without delay.

Any person found to be in willful violation or disregard of this Manual shall be subject to administrative action by the Chief Flight Instructor, Director of Aviation Programs, and/or other DSU official as determined necessary by the official taking said action. Furthermore, any action taken by DSU does not remove, relieve, or otherwise indemnify the offending person from any external action by other private or public entities or persons.

It is important for all users to understand that the Flight Operations Manual is the primary method by which the Chief Flight Instructor exercises operational control and communicates policy. It is your responsibility to understand the regulatory and training objective of this Manual and adhere to all policies and procedures.

Professionalism, trustworthiness, and personal integrity represent the foundation of aviation, and are a central aspect of our training. It is not necessary to be a person that knows everything, but you should be a person who knows where to find anything that relates to your training and future profession.

***The Aviation Program mission is to shape inquisitive minds, build exceptional flight skills, and craft winning attitudes.***

# ADMINISTRATION AND POLICIES

## DEFINITIONS

For the purposes of DSU fiscal accounting, 14 CFR §141.5(d) and 141.55(e) compliance, quality control, and TSA Alien Flight Student Program enrollment tracking requirements, ALL Student Candidates shall enroll in and adhere to the Approved Part 141 curriculum.

For the purposes of this Manual—

1. **“Aircraft Dispatch”** is the mandatory process by which persons certified in aircraft category and class reserve, schedule, activate, and close aircraft using the SchedulePointe® on-line scheduling system. Other than system administrators, if for whatever reason any person cannot access SchedulePointe® or dispatch an aircraft, that operation is not authorized.
2. An **“Instructor”** is a person holding proper FAA certification for category and class and has been further authorized by the DSU Chief Instructor to administer appropriate sections of the approved FAA 141 curriculum, within the limitations of that person’s FAA certification.
3. A **“Student”** is any person enrolled in and accepting DSU Instruction regardless of the candidate’s existing rating(s).
4. A **“Flight Lesson”** is the default purpose and use of the DSU fleet of aircraft with a DSU Instructor on board the aircraft conducting Dual Instruction with a Student present in the airplane (or with a Student Pilot flying as sole occupant under the direct supervision of a DSU Flight Instructor), and the operation is in accordance with a lesson number in the Approved Syllabus.

**“Approval”** is the consent of the Director of Aviation Programs, the Chief, or Assistant Chief Flight Instructor for an Instructor or Student to –

- a. Administer or receive authorized DSU flight training courses.
  - b. Conduct non-instructional flight operations.
5. **“DSU aircraft checkout”** is the authorization of the Director of Aviation Programs, the Chief, or the Assistant Chief Flight Instructor for an Instructor to operate specific DSU aircraft for a—
    - a. Specific course of study
    - b. Individual lesson
    - c. Non-instructional purpose
    - d. Specific event or period
  6. **“Unauthorized flight activities”** are any flights that do not fulfill authorized activities, and are in violation of any regulation or this Manual.
  7. **“Flight Stand-Down”** all flight operations are conducted at the discretion of the Chief or Assistant Chief Instructor. Any flight may be subject to stand-down by management for any reason at any time, should it be determined that an operation is not in the best interest of the Aviation Program. Approval for operations not involving routine DSU flight training

courses are considered on a case by case basis, and must receive the specific authorization of the Chief or Assistant Chief Instructor prior to conduct of that operation.

## ALIEN FLIGHT STUDENT PROGRAM (AFSP)

DSU Flight Training is classified by the Transportation Security Administration as Group III, whereby flight training in aircraft weighing 12,500 pounds or less (or flight simulators representing aircraft weighing 12,500 pounds or less) occurs. Additional details can be found in the Interim Final Rule on Flight Training for Aliens and Other Designated Individuals; Security Awareness Training for Flight School Employees (49 14 CFR § 1552).

### Key Definitions

- **“Alien”**: Any person who is not a citizen or national of the United States.
- **“Candidate”**: An alien or other individual designated by TSA who applies for flight training or recurrent training. It does not include an individual endorsed by the Department of Defense for flight training.
- **“Flight School”**: Any pilot school, flight training center, air carrier flight training facility, or flight instructor certified under 14 CFR § 61, § 121, § 135, § 141, or § 142, or any person who provides instruction in the operation of any aircraft or aircraft simulator.
- **“Flight Training”**: Instruction received from a flight school in an aircraft or aircraft simulator. Flight training does not include recurrent training, ground training, a demonstration flight for marketing purposes, or any DOD/Coast Guard flight training.

### Applicable AFS Program Highlights

- TSA authorized to implement fee structure; \$130 per candidate (FY’05)
- Background checks will be done on pilots of aircraft less than 12,500 lbs. (Category III), but Category III candidates may begin training before security assessment is complete; this section of the rule becomes effective October 20, 2004.
- Candidates requesting training on aircraft for which they are current and qualified to operate will not be required to undergo security assessments regardless of aircraft weight (Category IV).
- For all four categories, flight schools must submit a candidate’s photograph to TSA when the candidate arrives at the flight school for training.
- Schools will provide security training for appropriate staff (overseen by TSA Office of Operations Policy).
- Flight training must start within 180 days of the candidate’s submission of information to TSA.
- If no response is received from TSA, Category I flight training may begin on the 31st calendar day after submission of all flight school and pilot candidate information to TSA. Flight training must be terminated immediately if TSA later notifies the flight school to terminate training.

- Flight schools will maintain all pilot security related records for a minimum of 5 years.

### **Beginning Flight Training**

The DSU Aviation Program will not start flight training (aircraft or flight simulator) for foreign pilots, foreign student pilots, and other non-US citizens (e.g. green card holders) until the following has been accomplished:

- A photo of the pilot or student taken “when the candidate arrived at the flight school for training” must be submitted to TSA.
- Pilots and students must submit required background check information on a form available online at <https://www.flightschoolcandidates.gov>. This may be submitted from their overseas location prior to entering the US for training.
- Pilots and students must submit fingerprints (10 fingers) to TSA. Information on this requirement can be obtained at <https://universalenroll.dhs.gov> or by calling (855) 347-8371. There are currently no procedures in place for pilots or students to have their fingerprints taken at a foreign location.
- Pilots and students must provide DSU/Aviation Program with a current and valid passport and visa, if appropriate.

Note that:

- Flight training (aircraft or flight simulator) will NOT begin until DSU Aviation Program receives “Permission to Initiate” from the TSA.
- Flight training will be immediately terminated if TSA notifies DSU Aviation Program to cease training.
- Flight training not started within 180 days from submission of required items to TSA and AAAE voids all submitted information and the applicant must resubmit all the information. DSU must maintain a copy of the appropriate documents on file for a minimum of 5 years.

For questions on the Alien Flight Student Program (AFSP), please contact the AFSP Help Desk at (571) 227-1004. E-mail questions are also being accepted at: [AFSP.help@dhs.gov](mailto:AFSP.help@dhs.gov).

### **Establishing Citizenship**

*There are no flight school, pilot, or student pilot TSA reporting requirements for US citizens, US Nationals, or Department of Defense (DOD) personnel.* However, the Director of Aviation Programs must physically see one (and make copies) of the following documents, or combinations, on ALL candidates before beginning ANY flight training:

- Original, or government-issued certified birth certificate (US) for the US, for American Samoa, or Swains Island, w/ raised seal plus a photo ID.
- Current, valid (not expired) US Passport (contains photo).
- Original US Nationalization Certificate w/ raised seal, plus a photo ID.

- Original US Citizenship & Immigration Services (USCIS) or Immigration & Naturalization Service (INS) form N-550 (or N-570, Certificate of Naturalization), plus a photo ID.
- Original certification of birth abroad w/raised seal or US Department of State Form FS-545 (or Form DS-1350), plus a photo ID.
- Original certificate of US citizenship w/raised seal, USCIS or INS Form N-560 (or Form N561 or Form N-581), with photo ID.
- DOD or Federal Agency written certification attesting to the Federal employee's US citizenship or nationality, plus their government-issued photo ID.

In the case of Foreign Nationals seeking Flight Training, the following data must be obtained by TSA:

- The candidate's full name, including any aliases used by the candidate or variations in the spelling of the candidate's name.
- A unique candidate identification number created by TSA. A copy of the candidate's current, unexpired passport and visa.
- The candidate's passport and visa information, including all current and previous passports and visas held by the candidate and all information necessary to obtain a passport and visa.
- The candidate's country of birth, current country or countries of citizenship, and each previous country of citizenship.
- The candidate's actual date of birth or, if the candidate does not know his or her date of birth, the approximate date of birth used consistently by the candidate for his or her passport or visa.
- The candidate's requested dates of training and the location of the training.
- The type of training for which the candidate is applying, including the aircraft type rating the candidate would be eligible to obtain upon completion of the training.
- The candidate's current U.S. pilot certificate, certificate number, and type rating, if any.
- The candidate's current address and phone number and each address for the 5 years prior to the date of the candidate's application.
- The candidate's gender.

**The DSU Aviation Program must copy the appropriate documents and maintain them on file for a minimum of 5 years** and permit TSA and the Federal Aviation Administration to inspect the records during reasonable business hours. Flight training (aircraft or flight simulator) may begin immediately after the pilot or student pilot presents the appropriate documents.

### **AOPA**

Most, if not all, questions beyond those satisfied by this Manual should be adequately addressed by AOPA. Information concerning TSA rulings may be found at:

[http://www.aopa.org/tsa\\_rule/](http://www.aopa.org/tsa_rule/)

## AUTHORIZED FLIGHT ACTIVITIES

Authorized Flight Activities consist of any flight that is prescribed by the Training Course Outline, approved Syllabus, and this Flight Operations Manual, which is conducted in accordance with applicable regulations.

## NON-INSTRUCTIONAL FLIGHT ACTIVITIES

The only non-instructional activities permitted in DSU aircraft are the following:

### **Flight currency and Proficiency:**

Specifically, any Full-Time (FT) personnel within the Aviation Program are authorized to dispatch and fly DSU aircraft to maintain their pilot currency and proficiency. During this activity, the flight time in all DSU aircraft is not-to-exceed eight hours during a 30-day period and must not interfere with the established priority of students conducting flight training progression, Stage Checks or Check-rides or hours a required inspection. Conducting regular flight instruction may be counted towards meeting this Currency and Proficiency policy rule. Exceptions and the interpretation of this policy shall be made on a case-by-case basis by the Director of Aviation Programs.

### **Aircraft ferry**

For the purpose of relocation or maintenance. Department faculty, staff, or students may conduct such flights. Participation of students who may log pilot time for the flight is encouraged whenever safe and feasible. The Director of Aviation Programs, Chief Flight Instructor or the Chief of Maintenance must approve these flights.

### **Promotional**

Community service, public safety, and Search-and-Rescue support flights, as directed by the Director of Aviation Programs or Chief Flight Instructor

### **Transportation of the University President**

Or other Administrators/Professional Staff as directed by the Office of the University President or the Director of Aviation Programs.

### **Flight Team**

Practice and competition authorized by the Director of Aviation Programs and/or the Chief Flight Instructor.

### **Formation Flights**

For the purpose of Graduation, Homecoming, School Pride Day, and other events authorized by the Director of Aviation Programs and/or the Chief Flight Instructor.

### **Passenger and Ride-along policy:**

At the discretion of the Chief Flight Instructor, a DSU student may request to have a relative, another Aviation Program student, or a non-Aviation Program student as a passenger with them during their flight instruction with a CFI. Passengers shall not normally be allowed on flights such as Stage Checks and Check-rides.

**Discovery Flights policy:**

For recruiting purposes, potential students shall be authorized to fly in DSU aircraft for the purpose of giving them the experience of an opportunity to experience flying. Discovery Flights shall be a maximum of 30 minutes of flight time. When accompanied by a CFI, the Discovery Flight recipient may fly the aircraft. Discovery Flights may be given to individuals as young as ten (10) years of age. Students who have completed their Commercial Certificate or higher may be selected to give a Discovery Flight. Exceptions may be made on a case-by-case basis by the Chief Flight Instructor. Individuals receiving a Discovery Flight are given a logbook, a printed Discovery Flight Certificate with their name and the CFI or Chief Flight Instructor's signature along with the date on it.

**Other flights**

As directed by the Director of Aviation Programs.

## DRUG AND ALCOHOL USE

**Illegal Drug Use**

Illegal drug use is prohibited by federal regulation. It has no place in any professional aviation program. Even if local jurisdictions rulings allow it, you are governed by federal regulation. Any conviction for the use, possession, transportation, distribution, or intent of distribution of illegal drugs will result in immediate *grounding* from all flight activities, pending the results of a Flight Evaluation Board (FEB).

**Over-The-Counter Medications (OTC)**

A current and comprehensive list of OTC and prescription medications is provided by AOPA at <http://www.aopa.org/members/databases/medical/druglist.cfm>.

Note that even 'approved' drugs may have unpredictable effects at altitude. Be aware that most nighttime cold remedies contain alcohol, and that by using the drug pilots will be restricted from flying for 24 hours after ingestion. Likewise, all motion-sickness remedies, including "Dramamine," are to be avoided.

***WHENEVER ILLNESS REQUIRES MEDICATION, DO NOT FLY!***

**Alcohol**

No alcohol may be consumed within 12 hours of any flight activity, nor will any Student, Instructor, or Staff Member fly while under the influence of alcohol. This policy applies to all pilots and students in DSU aircraft, regardless of Pilot-in-Command status.

It is DSU policy that all pilots must notify the Director of Aviation Programs, Chief or Assistant Chief Instructor ***immediately*** (and prior to any further flight) following any DUI arrest or conviction. In these cases, the Director of Aviation Programs and the Chief Flight Instructor will make an appropriate interim determination of future flight privileges. A Review Board will be convened after any DUI conviction.

Students and Flight Instructors must also immediately report to the Director of Aviation Programs and the Chief Flight Instructor any traffic convictions that result in suspension or termination of any driving privileges ("*Motor Vehicle Actions*"). A Review Board will be convened in these cases to determine appropriate action.

## DSU INSPECTIONS

The jurisdiction of DSU Administrators rests over Instructor Staff, Students, and DSU Owned Aircraft. Therefore, DSU Administration retains the right to examine, or have reexamined, any airman exercising or intending to exercise flight privileges in DSU aircraft, at any time, by selected members of the DSU Instructor Staff, Designated Pilot Examiners, or the FAA FSDO.

## STUDENT PILOT CERTIFICATE

Note: A person **MUST** hold a **Student Pilot Certificate** prior to enrolling in the Flight Portion of the Private Pilot Certification Course. (*14 CFR § 141 Appendix B.2— Eligibility for enrollment*).

As of April 2016, the FAA separated the Student Pilot Certificate from the Medical Certificate. Therefore, a student pilot wishing to obtain a Student Pilot Certificate must comply with the new process by using IACRA (Integrated Airman Certification and/or Rating Application), available via the FAA's website: <http://www.faa.gov>. This process is explained further by the current version of FAA's Advisory Circular 61-65. A student pilot **MAY NOT** solo an aircraft without a Student Pilot Certificate, Medical Certificate and all other documents required by regulation in their possession. The Assistant Chief Flight Instructor will be the DSU Staff member responsible for ensuring prospective student pilots apply for their Student Pilot Certificate via IACRA.

## MEDICAL CERTIFICATION

Good health and healthy lifestyles are fundamental to aviation safety. Federal Regulation mandates that a current Flight Physical must be performed at specified intervals in order to act as Pilot in Command (PIC). FAA selected physicians—called Aviation Medical Examiners (“AMEs”)—may be located at: <http://www.faa.gov/pilots/amelocator>.

Prior to enrolling in the Professional Pilot Aviation Program, students are required to successfully complete an initial “qualifying” FAA 1<sup>st</sup> Class Flight Physical. This physical examination is a requirement for most professional-level aviation employers. Students enrolling in the Aviation Program intending only to pursue non-academic pilot qualifications and ratings are required to successfully complete an initial “qualifying” FAA 2nd Class Physical. Once passing the required qualifying physical, the student must maintain at least an FAA 3<sup>rd</sup> class Flight Physical for the remainder of their time as a student or instructor.

## PILOT CURRENCY AND PROFICIENCY

### ***Students:***

Normally during the course of routine flight labs, students should be able to maintain currency and proficiency without requiring additional lessons, unless those additional lessons are required to bring a student to the level of proficiency appropriate to their course syllabus. If a student requires an individual lesson to be repeated more than twice, or if **three** or more lessons must be repeated during a particular Flight Lab due to substandard performance, the Chief or Assistant Chief Instructor **MUST** be informed before that student may fly again.



Unless otherwise directed, all remedial **ground** instruction (i.e. covering material that should have been learned/mastered during the applicable ground school course) will be conducted by the Chief Instructor or other personnel as directed by the Chief, and that Student's flight training will be suspended or otherwise directed until satisfactory completion of the remedial session(s). Students will be advised by the Chief Instructor of the effects that repeat/remedial sessions may have on their academic grade and Lab account balances.

With the exception of the Multi Engine Aircraft, Part Time Student Instructors enjoy 'blanket' authorization to dispatch aircraft. That said, *pilots will not dispatch aircraft for their own personal use (i.e., "non-instructional Flight Activity") absent of the Director of Aviation Programs, or the Chief/Assistant Chief Flight Instructor's authorization.* Any pilot found not complying with the DSU authorized activities requirements will be denied access to *SchedulePointe*© and administratively grounded. DSU reserves the right to consolidate proficiency flights with other events or operations so as to maximize the efficiency of the flight program.

If it is determined that any pilot cannot attain or maintain proficiency within a reasonable period of time (usually less than one hour of additional flight time provided by DSU), then that pilot must stand down from any DSU flight lab or instructional activity until proficiency is regained via purchase of additional flight time at DSU, or elsewhere.

## PROFESSIONAL APPEARANCE

Professional appearance and conduct are essential attributes of the professional pilot. Individuals not exhibiting the proper standards of hygiene will not be accepted as professional aviators; therefore, the time to start is now. At no time will any Student or Instructor appear unkempt or disheveled while intending to execute flight duties. The following are approved clothing items:

### **Student Appearance**

- 1) Students with visible tattoos on their face, shall not be accepted into the Professional Pilot concentration or flight training. Tattoos must be of good taste, non-offensive or provocative.
- 2) Students with facial piercings (i.e., tongue, eyebrows, lip, chin, nose rings, etc.) or ear gauges, shall not be permitted to wear them during flight training. Earrings worn must be tasteful and not interfere with a normal headset that should completely cover the pilot's ears.
- 3) Single or two-color collared shirt that does not contain any logo or insignia larger than 1" or the appropriate polo shirt with insignia as directed by the Director of Aviation Programs. The Aviation Program Polo shirt or one with DSU insignia is preferred. During the summer months or warm weather, personnel may wear the DSU Aviation Program t-shirt.
- 4) Black or tan khaki pants, (i.e., "Dockers") black or tan khaki shorts in warm weather.
- 5) **Non-athletic looking or purposed** shoes must be worn with socks. "Sliders," Crocks, flip-flops, or open sandals that show any portion of the feet are not acceptable footwear.
- 6) Recognition of industrial work area safety concepts (i.e., long hair kept tied back)
- 7) The Program Director and/or Chief Flight Instructor will consider deviations from the required attire for extreme/inclement weather ( $\geq 90^{\circ}\text{F}$ ;  $\leq 25^{\circ}\text{F}$ ), financial, health, or safety reasons. However, any such deviations will not override any safety related issue, are not considered permanent, and is subject to continual review by the Chief Flight Instructor.
- 8) Summer Flight Academy and Special Program activities may use specific uniform attire.
- 9) Athletic and denim wear is specifically prohibited.
- 10) DSU Flight Suit, ROTC or military uniforms may be worn.

### **Flight Instructor Appearance**

Flight Instructors set the example for Students to follow. In addition to the criteria established for Students, Instructors shall wear the issued uniform Polo shirt, or other uniform items, as directed by the Chief Instructor, or Director of Aviation Programs.

- 1) A collared shirt with DSU Aviation Program [Black or Green] or other approved insignia.
- 2) Black or tan khaki pants, black or tan khaki shorts in warm weather.
- 3) Non-athletic looking or purposed shoes must be worn with socks. "Sliders," Crocks, flip-flops, or open sandals that show any portion of the feet are not acceptable footwear.

- 4) A DSU Flight Suit or military flight suit/uniform may be worn.
- 5) Athletic and denim wear is specifically prohibited.
- 6) Flight Academy or ROTC Instructors must wear the approved ROTC or Flight Academy shirt during flight training activities.

## PUBLIC IMAGE

Aviation is an activity that is intensely scrutinized by the public, particularly at the initial training level. Therefore, every effort shall be made by Instructors and Students to protect the public image of Delaware State University.

## SMOKING POLICY

Smoking and/or any other tobacco use is **prohibited** anytime you are engaged in Aviation Program Activities. This includes, but is not limited to:

- In DSU airplanes.
- On the ramp or anywhere on DRBA Property.
- Inside any Aviation Program ground transportation vehicles.

## STUDENT RESPONSIBILITIES

- Be motivated—don't wait to be told what to do.
- Show initiative—read and study everything you can.
- Be disciplined, consistent, and committed to excellence.
- Prepare for each lesson by being on time and completing assignments prior.
- Fly at least three to four times each week. Know when your next scheduled flight lesson will be and what is expected.
- Ensure your training folder has been updated and endorsed by your Instructor.
- All DSU Instructors and Students shall provide a *CURRENT* primary and emergency contact phone numbers and email address to the Chief Instructor for use on *SchedulePointe*®.
- Pilots WILL NOT rely on *SchedulePointe*® as the primary method of determining maintenance compliance, as this system is only as accurate as the last pilot's entry.
- Ensuring that an aircraft has not exceeded a required inspection is usually a simple matter of comparing the current "tach" time to the placarded tape placed on the instrument panel by maintenance, indicating the point that required maintenance must occur. If in doubt, find the Chief, Assistant Chief, your assigned instructor, or the Chief of Maintenance for assistance.

## SYLLABUS IN USE

The syllabi in use by the Aviation Program are Commercially Developed Training Syllabi (CDTS) that have been developed by Jeppesen and are the most currently available. DSU intends to use the CDTS, as-is.

It is *MANDATORY* that all Instructors and Students employ *STRICT ADHERENCE* to the syllabi in accordance with 14 CFR §141.77(b). Any deviation recorded on the students training folder, certificate, logbook, or any inaccurate computation on the Integrated Airman Certification and Rating Application (IACRA) or expired endorsement shall be reported the Chief Flight Instructor.

## FACULTY/STAFF

### DIRECTOR OF AVIATION PROGRAMS

The Director of Aviation Program's office is located on campus in the BOA Building. Telephone: (302) 857-6712. The Director of Aviation Programs is ultimately responsible for the operation of the Aviation Program, but the day-to-day management of the flying operation is delegated to the Chief Flight Instructor. The Director of Aviation Programs, if appropriately qualified and rated, can and will fly with DSU Aviation students as either an assigned instructor, as 'guest help,' or as appropriate. The Director can teach ground courses as needed and is the conduit to the Dean of the College of Business for administrative purposes.

### CHIEF FLIGHT INSTRUCTOR

The Chief Flight Instructor's office is located at Delaware Airpark, DSU Flight Operations Suite. Telephone: (302) 730-5075. The Chief's primary responsibilities include, but are not limited to:

- Certifying each student's training record, graduation certificate, stage check and end-of-course test reports, and recommendation for course completion,
- Ensuring that each certified flight instructor and certified ground instructor passes an initial proficiency check prior to that instructor being assigned instructing duties,
- Ensuring that each student accomplishes the required stage checks and end-of-course tests in accordance with the school's approved training course,
- Maintaining training techniques, procedures, and standards for the school that are acceptable to the FAA Administrator,
- Acting as the primary conduit between the FAA and the Aviation Program,
- Acting as the primary oversight authority for scheduling, dispatch, and maximum utilization of all aircraft,
- Acting as the primary supervisor for all Flight Instructors and Flight Activities, and
- Maintaining an open door/confidentiality policy.

### **ASSISTANT CHIEF FLIGHT INSTRUCTOR(S)**

The Assistant Chief Flight Instructor's office is located at Delaware Airpark, DSU Flight Operations Suite. Telephone: (302) 730-5075. The Assistant Chief's primary responsibilities include, but are not limited to:

- Acting as Chief Flight Instructor in his/her absence,
- Auditing, administrating, and overseeing training records and folders on all assigned students,
- Supporting supervision and scheduling of the Instructor Staff,
- Conducting competency and standardization checks of Instructors, and
- Ensuring compliance with all FAA and TSA directives, rules, and regulations governing ground and flight operations.
- Ensuring each incoming student is processed in IACRA for issuance of their Student Pilot Certificate.

### **CHIEF OF MAINTENANCE**

The Chief of Maintenance's office is located at Delaware Airpark, DSU Flight Operations Suite. Telephone: (302) 730-5075. The Chief of Maintenance is the Ground Operations Executive and is authorized to suspend or terminate movement of any DSU aircraft while on the ground at any airport for safety concerns or maintenance reasons. The Chief of Maintenance is primarily responsible for ensuring, along with the PIC of each aircraft when it is dispatched to fly, that the aircraft has been maintained in an airworthy condition, that all of the required inspections are completed, that any minor or major discrepancies are addressed before the airplane flies again, and that the maintenance logbooks are kept up to date. The Chief of Maintenance works with other part-time and full-time aviation maintenance professionals to keep the DSU fleet ready to fly!

### **FLIGHT INSTRUCTORS**

#### **DUTY TO PERFORM**

Flight Instructors are duty-bound to know and use the Federal regulations and charged by those regulations to exercise due diligence in acting as agents for and on behalf of the Students' best interest—whether it means implementing proper preflight action (14 CFR§ 91.103), or applying the prerequisites for a practical test (14 CFR§ 61.39). The DSU Instructor must be able to demonstrate the ability to perform the procedures and maneuvers included in the Current Airman Certification Standards (ACS) to at least the Commercial Pilot skill level while giving effective flight instruction.

#### **FLIGHT INSTRUCTOR CURRENCY AND PROFICIENCY POLICY:**

The responsibility of maintaining proficiency rests squarely upon the Instructor. Proficiency is a goal easily maintained at DSU via strategic activity planning and routine Flight Lab participation for both Instructor and Student, and Instructors are encouraged to periodically take the opportunity during flight lessons to fly a maneuver or event to maintain their own proficiency. This, of course, must be managed carefully so as to not detract from the student's training, nor should lessons be flown excessively past the minimum recommended time per each lesson in the syllabus. A professional instructor uses time effectively to maintain their own proficiency while still providing instructional benefit to the student.

If a dedicated proficiency flight is absolutely required, the requesting Instructor will first provide written documentation to the Chief or Assistant Chief substantiating the nature of the request, and that a proficiency lapse will occur or has already occurred. A record of all proficiency flights will be maintained in the Instructor's folder.

## FLIGHT INSTRUCTOR MAXIMUM DUTY DAY

In any 24-consecutive-hour period, a flight instructor may not conduct more than 8 hours of flight training. The Chief Flight Instructor, Assistant Chief Flight Instructor, and Check Instructor(s) may not conduct more than two full stage checks in any one calendar day (Oral & Ground).

## INSTRUCTOR EVALUATION AND STANDARDIZATION

### *Initial Instructor Evaluations*

Initial evaluations are used to show compliance with 14 CFR §141.79(d)(1), as well as the instructor's understanding of this Manual, the Flight Maneuvers Standardization Manual, and the Advanced Aviation Training Device (CR-12) simulator.

The flight portion of this evaluation should not exceed 1.5-hour tach time. If the time required for the checkout exceeds 1.5-hour, the additional expense will be borne by the Instructor applicant. If the Chief Flight Instructor determines qualification in additional aircraft types is warranted, DSU will bear the expense of the checkout. This check may be completed by the Chief Flight Instructor, Assistant Chief Flight Instructor, or Check Instructor.

### *Recurrent Checks*

Recurrent checks are performed on or before the subsequent 12<sup>th</sup> calendar month IAW 14 CFR §141.79(d)(2). This check may be completed by the Chief Flight Instructor, Assistant Chief, or Check Instructor.

- If the recurrent check has not been completed within the subsequent 12 calendar months, the Instructor pilot will be administratively grounded until the evaluation is successfully completed. If the Instructor fails the evaluation, he/she may take a re-check.
- An existing DSU Instructor who has, within the past 12 calendar month period, passed a pilot proficiency check conducted by an FAA Designated Examiner or Inspector for a pilot certificate or rating, may substitute that evaluation for the annual Part 141 check-ride and need not accomplish the flight requirements of this section.
- A proficiency check-ride may be given at any time at the discretion of the Chief Instructor Pilot.
- Back-seat evaluations will be given to every DSU Flight Instructor at least once during the academic semester, but the goal is to observe every Instructor at least 3 times during a given semester. This evaluation will be given by the Chief or Assistant Chief Flight Instructor, and will be accomplished in as many of the courses in which the Instructor is qualified to teach as possible. This is not meant to be punitive in any way, but rather to increase standardization and Instructor competence within the program.

### *Maintenance Instruction*

All instructors shall receive mandatory instruction from the Chief of Maintenance on safe pre-heater use, deicing, hangar door operations, engine start procedures, Powered Tow Unit use or any other subject he/she determines to affect a safe and efficient operation. The Chief of Maintenance will determine if the briefings will be in group-session form, or accommodate instructors on a one-on-one basis.

*Powered tow unit use for Towing:* Using the Gator or the Electric Tow bar-less Tug to tow an aircraft is a privilege, not a right. Instructors and Students SHALL NOT use either unit for towing aircraft until they have received instruction on the proper techniques for doing so by the Chief of Maintenance or his/her designee. This is to reduce the risk of injury and minimize the possibility of damage to equipment from improper/careless use.

Towing aircraft on the ramp in excess of **4 mph** (walking speed) is strictly ***prohibited***.

*Hanger Door:* Instructors and Students SHALL NOT operate the maintenance hangar door until they have received instruction from the Chief of Maintenance or his/her designee

*Pre-Heat Unit:* Instructors and Students SHALL NOT operate the Pre-Heat Unit until they have received instruction from the Chief of Maintenance or his/her designee

## INSTRUCTOR RESPONSIBILITIES

Flight Instructors may be reached at the Delaware Airpark, DSU Flight Operations (302) 730-5075, or via individual Cell Phone/Email, as provided by the Instructor. The Flight Instructor's primary responsibilities include, but are not limited to:

- Conducting all flight training activities in accordance with the approved course syllabus, DSU Flight Operations Manual, and DSU Flight Maneuvers Standardization Manual.
- Ensuring syllabus training requirements, documentation and entries are met and recorded in the appropriate records upon completion of the flight lesson.
- Scheduling the students' stage checks with the Chief, Assistant Chief, or Check Instructor.
- Being available to provide quality flight and ground instruction in programs provided by DSU.
- Being a good role model for students to emulate.
- Scheduling the FAA Practical test with the appropriate Pilot Examiner.
- Grounding any DSU pilot when—in his/her judgment—flight safety may be compromised or when University policy or Federal regulations are violated.
- Attending University/Aviation Program directed meetings and CFI monthly meetings.
- Completing Aviation Program tasks as directed.
- Maintaining currency in accordance with 14 CFR §61 and § 141.

## ADDITIONAL INSTRUCTOR RESPONSIBILITIES

Each DSU Instructor shall:

- Schedule the assigned Students for successive lessons during the post flight brief.

- Remember that Flight Labs are *assigned Classes*, therefore the minimum Student flight activity is three scheduled sessions per week.
- Alert and notify the Chief if any Student on the roster fails to comply with the scheduling or has failed to establish and maintain contact.
- Alert and notify the Chief if his/her availability or ability to provide instruction will be interrupted. Alert and notify the Chief whenever a Student's progress appears to be lagging (i.e., beyond 50% of the training and experience allowances for the appropriate Lab and Stage or any single lesson that is repeated twice without completion).
- Ensure that all lesson activities are recorded in the Student's Training folder.
- Ensure that each flight training session includes comments as applied to the Student's performance.
- Submit all Student records to the Chief's Office upon request.
- Attend any FAA or DSU Safety Seminars as required by the Chief Flight Instructor.
- Hourly employees are responsible for reporting time worked on a daily basis via time web entry. Comments must be entered for any time not displayed in *Schedulepointe*® (i.e. 1.5-hour IP meeting, 2-hour Study Hall, etc....).
- Employees must submit timesheets for approval by 10:00 a.m. the Monday following the end of that pay period. Time submitted after the deadline will be processed in the following pay period. The instructor alone is responsible for submitting his/her timesheet on time to the Aviation program secretary.

## **GROUND INSTRUCTORS**

### **STUDENT FOLDERS**

The authorized Ground Instructor for all certified ground school courses shall structure the DSU student folder in line with the approved Jeppesen course syllabus. Additional material may be added at the discretion of the Instructor. The Ground Instructor shall enter the date and instruction time of all ground lessons, grades of each stage exam, and the end-of-course exam upon completion of the lesson and/or exam. Also, the date and score of the FAA knowledge test shall be entered in the Student's training folder upon completion of the test.

### **TESTING**

The FAA monitors the progress and completion of each ground course offered by the flight program by reviewing the student's flight records folder. Each flight-related academics instructor is required to track the progress of each Student and enter all course quizzes, end-of-stage exams, and end-of-course exams in the flight records folder or designated electronic data-base.

End-of-semester grades shall be submitted via the Banner System no later than the date published by the University for that particular semester.



## **FLIGHT TRAINING POLICIES**

### **FLIGHT CANCELLATIONS/NO SHOWS**

Both Students and Flight Instructors must make every effort to adhere to the preplanned flight lab schedule. The only excuses considered valid are:

- Un-forecast deteriorating weather, or weather below required minimums for that training event, as determined by the Flight Instructor.
- Aircraft maintenance.
- Personal illness, Death in the family, etc.
- Other legitimate emergencies as determined by the Flight Instructor, Chief, or Assistant Chief Flight Instructor.

A scheduled lesson that fails to materialize due to—

- The Student's tardiness, unexcused absence, or lack of preparedness
- Instructor no-show

—is cause for corrective action up to and including removal of that Instructor from Instructor status, or removal of that Student from the Flight Training program. A record will be kept of cancellations or no shows in the Student's folder, as well as the *SchedulePointe*© system.

Any other reason for not being able to meet the schedule must be discussed with the assigned Flight Instructor as far in advance as possible but in all cases at least 24 hours in advance. The Flight Instructor will determine the validity of the reason for absence.

If a Student fails to check in with the assigned Instructor at least 45 minutes prior to the scheduled flight time, the lesson may be marked as a "No Show" and shall be charged one hour of ground time. That hour will be subtracted from the total amount of flying hours purchased by that student. In addition, "No Shows" may affect a student's grade for the semester if they affect a student's ability to show enough progress. All "No Shows" will be brought to the attention of the Chief Flight Instructor for appropriate action.

If a student feels that a "No Show" has been charged in error, the student should see the Chief Flight Instructor regarding appeal procedures. Likewise, all Flight Instructor "No Shows" should be brought to the attention of the Chief Flight Instructor by that Student for reconciliation.

**Unless an Incomplete Grade Contract has been accepted by the Director of Aviation Programs, incomplete flight labs or academic courses must be finished by the sixth week of the following semester. If the student has not finished the required flight labs or academic courses and there are no extenuating circumstances, an "F" will be assigned, and any remaining lab fee balance will be forfeited.**

### **FLIGHT LOCATING PRINCIPLES**

The Chief Flight Instructor and/or Assistant Chief Flight Instructor are responsible for being continually available during the time that training is conducted and to know where each aircraft is when airborne. In order to comply with these responsibilities, the following procedures shall be followed:

1. At a minimum, the syllabus lesson number and 'local' shall be annotated in the 'comments' section of *SchedulePointe*© if remaining in the local practice areas. All other flights shall annotate points of intended landing or the airfield ICAO designation for instrument approaches in the 'comments' section when outside the practice areas.
2. Every flight departing the local area and planning an RON shall list the layover point(s) and destination.
3. All night flights that depart the 33N traffic pattern require a flight plan. In addition, pilots are expected to pay particular attention to NOTAMS for runway lights INOP, bird advisories, noise abatement procedures, etc. Upon termination of flight, be certain to close the operation on *SchedulePointe*©, as this system is routinely monitored by the Chief Instructor and other campus administrators. If your ATA is more than one hour beyond that originally estimated, the assigned Flight Instructor shall be contacted to report a safe arrival.

## GROUND SCHOOL LESSON REVIEW

Students must complete the corresponding ground lesson(s) as assigned in the flight lesson syllabus prior to beginning that flight lesson. In the event that the corresponding ground lesson(s) was completed more than 30 days prior to the flight lesson, the Student shall complete a review of the corresponding ground lesson(s) in its entirety.

## LANDING AND OTHER INCIDENTAL FEES

DSU only reimburses pilots for fuel, oil, and mechanical costs incurred during flight training. The Chief Instructor, Director of Aviation Programs, or Chief of Maintenance must approve all other expenses in advance. Any charges incurred due to situations such as adverse weather will be borne by the pilot.

Furthermore, the PIC must accept incidental traveling expenses as an overall part of the flight plan. Sufficient cash or personal charge cards should be carried on all cross-country flights to cover the cost of meals and overnight lodging should weather, or mechanical problems prohibit a same day return. DSU does NOT pay for:

- Landing Fees
- Tie Down Fees
- Ground Transportation
- Food and Lodging

The default position of DSU is that all landing and incidental fees are borne by the PIC. Pilots incurring the above fees that are not reconciled within 48 hours shall be grounded until resolved.

## PICS OCCUPYING THE LEFT PILOT SEAT

With the exception of CFIs (CFI-candidates during dual flights), all Private and Commercial pilots shall fly DSU aircraft from the left seat.

While no regulation requires the PIC to be located in the left seat, 14 CFR § 91.13 (*Careless or reckless operation*) prohibits any person from operating an aircraft in a careless or reckless manner so as to endanger the life or property of another. Additionally, operation of aircraft at non-standard duty locations (*i.e.*, "*never trained to act as pilot-in-command from the right seat*") may be construed as a violation of 14 CFR § 91.13 during post action/incident/accident

investigations. Lastly, although no aircraft in our fleet has seat-dependent tasks (*i.e., nose wheel tiller only at the left seating position*), Insurance Carrier guidelines specify that all solo flights shall be piloted by a qualified, current, and competent PIC that is occupying the left seat.

## REQUIRED 141 GROUND SCHOOL ATTENDANCE, COMPLIANCE, AND COMPLETION

DSU uses the Jeppesen Commercially Developed Training Syllabus (CDTS) and intends to use the CDTS as outlined in the Training Course Outline.

It is imperative that all Instructors and Students employ *STRICT ADHERENCE* to the syllabi in accordance with 14 CFR §141.77(b). Any deviation recorded on the students training folder, certificate, logbook, or any inaccurate computation on the Integrated Airman Certification and Rating Application (IACRA) or expired endorsement is a violation of the regulations.

## STUDENT PILOT SOLOS

No Student Pilot may begin a solo flight unless an authorized DSU Flight Instructor is present at the airport, has insured the students log book is properly endorsed, the student is in possession of all required documents and has been properly dispatched.

In accordance with 14 CFR §141.79(b), *“No student pilot may be authorized to start a solo practice flight from an airport until the flight has been approved by a certificated flight instructor who is present at that airport.”* No dispatches by telephone will be allowed. All students must be dispatched and receive a preflight briefing at the airport prior to departure. Instructors are required to remain at the airport until the Student Pilot returns for a landing.

## **REVIEW BOARD**

### DEFINITION

In any situation involving possible unsafe actions, willful violation of any regulation, willful violation of this Operations Manual, or an arrest due to violation of Civil Traffic Infraction involving alcohol or other intoxicants, the Program Director will convene a Flight Evaluation “Review” Board (FEB). This board shall convene within 5 business days. The student or instructor under review shall submit a written statement of the events under review to the Director of Aviation Programs within 3 business days, but sufficiently prior to the convening of the Board. The student or instructor under review shall make themselves available to participate when the Board convenes.

The Board will consist of the following minimum members:

- Director of Aviation Programs
- Chief Flight Instructor
- Assistant Chief Flight Instructor

Other participants may include, but are not limited to, the Asst. Director of Aviation Programs, one senior and one junior Flight Instructor, one member of the Student Representative Board, one member of the DSU faculty or staff.

The Review Board will meet to collect preliminary fact-finding information from all involved with the alleged action. At the hearing, the student will be allowed to present any witnesses on

his/her behalf and will be allowed to be represented by an advocate or counsel. A staff member will attend the preliminary fact-finding session(s) and Hearing, to serve as a secretary and record the Hearing.

The Review Board will then decide and recommend action to be taken. The possible Board Actions recommended may include the following:

1. Dismissal of allegations/charges.
2. Written warning and admonition (Letter of Counseling and/or Letter of Correction).
3. Probationary observation for a specified period.
4. Suspension from flight activities for a specified period (grounding).
5. Termination from DSU flight activities/program.

The Board will submit this written recommendation within three (3) business days following completion of the Board proceedings. If a unanimous recommendation is not made by the Review Board, then each member with a minority opinion should submit a written recommendation to the Director of Aviation Programs within three (3) business days of the completion of testimony. During the review process, the student will be grounded. All final decisions for termination from flight activities will be submitted to the appropriate DSU administrators including the Dean, School of Business, Office of Academic Discipline, Provost and/or the Vice President for Academic Affairs for review. All appeals of the Review Board decisions must be submitted to the Dean of the College of Business.

## PILOT GROUNDING

An Instructor or Student may be prohibited from participating in DSU flight activities for medical, administrative or operational reasons as defined below:

Administrative ----- DSU Administrative personnel or Director of Aviation Programs

Medical ----- DSU Health Service, Aviation Medical Examiner, or Flight Instructor

Operational ----- Flight Instructor, Chief Flight Instructor, or Director of Aviation Programs

Reasons for Pilot grounding may include:

- Misplaced pilot certificate or medical certificate
- Personal illness
- Failure to maintain the minimum flight activity and progression
- Exhausting Flight Lab account
- Poor GPA performance (below a 2.75 GPA on a per semester basis)
- A violation of regulations, or any DSU Aviation Program operational or safety standards
- Any intentional or negligent act that results in an aircraft incident, accident, or damage to an aircraft
- No show for required ground or flight training without proper notification

## FLIGHT INSTRUCTOR/STUDENT CONFLICTS

Conflicts are considered by the Flight Department to be those personal situations that impede learning or progress. At any time, students should feel free to discuss conflicts with the Chief Flight Instructor to allow an informal reconciliation. Students are also encouraged to utilize the Student Representative Board to discuss and resolve Instructor/Student conflicts.

If it is decided that a conflict will persist absent of a clear directive, the Chief Flight Instructor will convene a hearing with the Student, the Instructor involved, and an Aviation Program Third Party member (member of the Student Representative Board or Instructor) for review of the circumstances leading up to the conflict, and resolve and/or reconcile the issue (A written Statement of Particulars from the individuals affected may be requested by the Chief Flight Instructor). At no time may instructors go around or outside of the Aviation Program leadership without having allowed sufficient opportunity for the leadership to resolve the issue(s).

## UNIVERSITY GRIEVANCE PROCEDURES

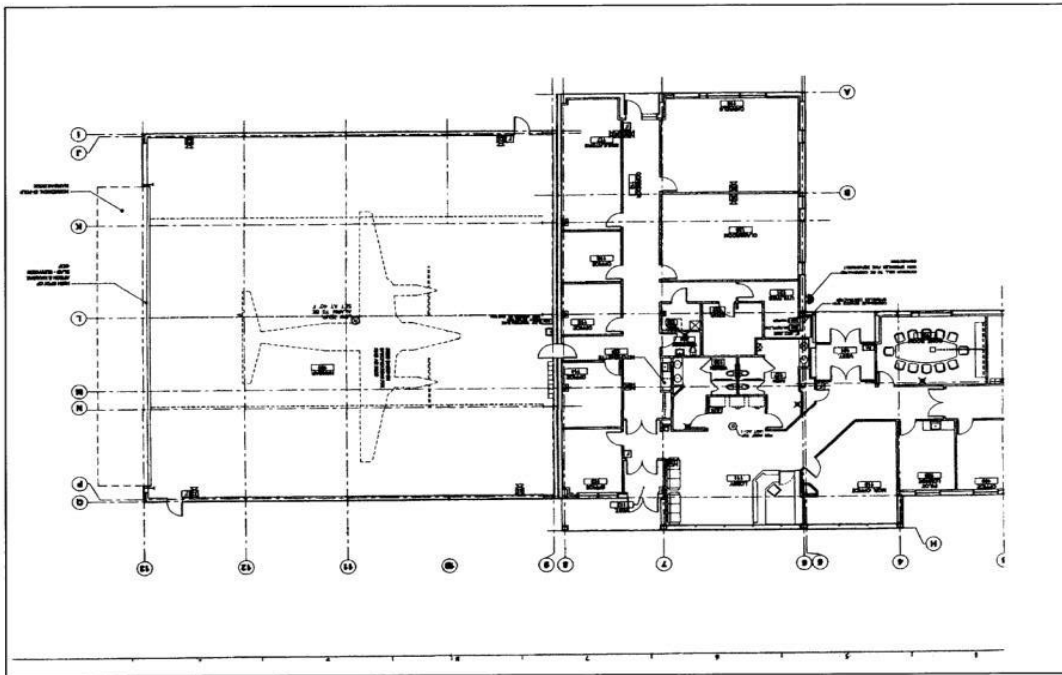
Students should be aware that an Appeal to the University via the standard Grievance Procedure remains available if the results of Flight Operations procedures are contested. However, the findings of the Aviation Program Review and Recommended Action will be forwarded to Campus Administration.

## **FACILITIES**

### FACILITIES DESCRIPTION

Delaware State University Flight Training is conducted in a very modern, permanent facility, co-located in the Delaware Airpark DRBA (Delaware River and Bay Authority) Terminal Building.

- DSU Students and Staff have use of a dedicated Computer Room area, in which flight planning and other activities attendant to training are conducted. This room can comfortably accommodate about 10 students involved in study at any given time.
- Dedicated offices exist for the Chief Flight Instructor, Assistant Chief Flight Instructor, and Chief of Maintenance. Another large room, sub-divided by cubicle partitions, is dedicated to the Flight Instructor Staff. A private rest room exists in this area. The appearance of the facility's common areas is maintained by contract janitorial services.
- A Lounge Area is provided to DSU Aviation Program Students in the main terminal area, complete with snack machines and additional rest-rooms.
- The aircraft hangar is east of, and adjacent to, the Administrative Offices, and can accommodate up to seven small GA-type aircraft undergoing storage or maintenance.
- The hangar door will not be opened or closed by anyone that has not been properly trained to do so.



## AIRCRAFT STARTING, TAXIING, AND GENERAL RAMP PROCEDURES

### *Aircraft Engine Starting*

- Use of proper checklist is mandatory.
- No “hand-propping” of aircraft is allowed at any time. Aircraft may be started using external power source if available but only if the aircraft is equipped with an external connection.
- A Flight Instructor will brief all personnel involved and supervise any external start.
- Aircraft may not be started by direct connection from external source to battery terminals. In cases where appropriate external source, plug, or receptacle is not installed on the aircraft, the battery must be removed completely for charge or replacement.

### *Cold Weather Ground Operations*

- The **preferred** procedure of preheating DSU aircraft shall be to hangar the aircraft for a period of time rather than use the portable preheater.
- When conditions require preheat (temperatures below 20 degrees Fahrenheit), the Chief of Maintenance or Chief Instructor shall ensure that only DSU Instructors operate the portable preheater if the hangar is not accessible or available, or if management elects this option.
- All snow, ice, or frost must be removed prior to flight.
- The Chief of Maintenance will assist when necessary by placing aircraft in the heated hangar to prevent or remove the contamination.
- Aircraft must be dry prior to returning to the line if ambient temperatures are below freezing.

- The proposed aircraft may be inspected for flight operations while in the hangar.
- All arriving and departing flights at airports with a NOTAM that indicates that snow, ice, or other contamination is present on the runway require thorough inspection prior to use and the authorization of the Chief Flight Instructor.

#### *Taxiing and General Ramp Procedures*

- In all congested areas, taxiing is restricted to a brisk pedestrian walking speed.
- In areas where wingtip clearance is in doubt, spotters must be used to ensure clearance.
- At no time may a wing or any other part of one aircraft be allowed to pass under OR over any part of another aircraft and do not taxi OVER anything lying loose on the ramp.
- No operation (taxi, takeoff, or landing) on unpaved surfaces is allowed within 24 hours of any precipitation or thaw.
- A thorough preflight inspection by reference to the appropriate checklist must be accomplished prior to each flight.
- For Private Student Pilot dual flights, the Flight Instructor must either personally accomplish the preflight or observe it being conducted. The Student and Instructor shall verify the oil level and fuel quantity in each tank prior to departure.

### FLIGHT SCHOOL SECURITY AWARENESS TRAINING

The DSU Aviation Program must ensure that each flight school employee receives initial security awareness training. Each year, at the beginning of the DSU academic year (September), employees shall receive recurrent security awareness training.

The initial and recurrent flight school security awareness training program offered by the TSA can be accessed at: <http://download.tsa.dhs.gov/fssa/training/>

### AIRCRAFT/AIRPORT SECURITY

TSA directs that the theft of any General Aviation aircraft be immediately reported to the appropriate authorities and the TSA General Aviation Hotline at 866-GASECUR (866-427-3287). In addition, persons should report any suspicious activity immediately to local law enforcement and the TSA General Aviation Hotline.

The DSU Aviation Program must remain vigilant for suspicious behavior and activities. Therefore, the policy enforced by the Chief and Assistant Chief Flight Instructor is that all aircraft will be locked at the end of the flying day. Also, Instructors are responsible for ensuring the airplane they flew is tied down, plugs and covers installed, and locked after **every** flight unless they are the next Instructor scheduled to fly in that aircraft. Secondly, no aircraft are to be parked on the section of ramp directly in front of the Ops Building unless the same Instructor will be flying that aircraft *immediately*. If that flight subsequently cancels, the Instructor is responsible for ensuring the airplane is returned to the parking ramp, tied down, and properly secured.

# STUDENT PROGRESSION AND ACADEMIC PERFORMANCE

## STUDENT PROGRESSION

1. Students studying the Professional Pilot concentration who fail any combination of two certification ground courses or flight labs must change their concentration to Aviation Management; if they remain in the Aviation Program.
2. Students shall not continue any flight training with a negative balance on their flight lab fee account.
3. When a student has \$800 remaining in their flight lab account and has not completed it, the following will apply:
  - a. Student pauses flight training activities.
  - b. Advise the student of their account balance.
  - c. Student/Instructor program out remaining lessons to complete.
  - d. Student advised what they will be expected to pay [additionally] out-of-pocket.
  - e. Student must pay following the completion of every flight, to the Aviation Program flight lab account. This amount is based on the advertised per flight hour and instructor fee charge. No further lessons will be scheduled for the student as long as there is an unresolved balance.
4. Students are expected to conduct flight training 3-times each week during the semester.
5. Students must make-up any missed lessons; to continue to progression in training.
6. Students are responsible for their own transportation to/from Delaware Airpark
7. Students are highly encouraged to conduct flight training during any break in scheduled classes (i.e., Weekends, Fall/Spring breaks, holidays and summer breaks as an opportunity to catch up or get ahead of flight training).
8. Incomplete Grade Contracts (IGC) for flight labs:
  - a. It is the Chief of the Course's discretion to allow a student to receive an "I" incomplete grade. This is typically done when the student has not completed at least 60% of the flight lab within the semester. The incomplete grade is only given when a student is unable to complete a flight lab within the registered semester due to circumstances beyond their control.
  - b. An Incomplete authorizes an additional six weeks into the next consecutive semester for the student to complete the course. All Incompletes shall have a deadline to resolve it to a passing letter grade.
  - c. It is the Student's responsibility to know their deadline and seek an extension and come in and sign before the deadline date.
  - d. In consultation with the Chief Flight Instructor, the Director of Aviation Programs may grant extensions to the IGC. Unless the Director intervenes, the IGC will automatically revert to a letter grade of "F" by the Registrar's office after the deadline has passed.



- e. No IGC extension beyond two-consecutive academic semesters (the equivalent of an entire academic year) will be approved. Exceptions may be made on a case-by-case basis by the Director of Aviation Programs.
9. No student shall be permitted to enroll in the next consecutive flight lab, before completing their Stage 2 Check in their current lab. Exceptions may be made on a case-by-case basis by the Director of Aviation Programs.
10. No student shall be permitted to enroll in multiple flight labs simultaneously. Exceptions may be made on a case-by-case basis by the Director of Aviation Programs.

## MINIMUM STUDENT ACTIVITY AND OVERALL GPA

Any Student Pilot enrolled in the Private Pilot Flight Lab that does not fly at least once every 14 days will be administratively grounded via *SchedulePointe*® denial-of-access, and must receive remedial flight instruction by a DSU CFI prior to the next solo flight.

Pilots holding a Private Certificate or higher who have not flown within 30 days will be administratively grounded via *SchedulePointe*® denial-of-access, and must receive remedial flight instruction and be re-authorized for solo flight by a Flight Instructor prior to the next solo flight. Students must be prepared for each flight and ground lesson. All Flight Labs include ground instruction (“pre and post”) given by the Flight Instructor as part of the Flight Lab fee. This time is normally used when introducing new concepts, or for verifying subject areas beyond the scope of Ground School classes. The Flight Instructor will provide study assignments after each lesson as part of the post flight briefing. However, it is the Student’s responsibility to know which flight is next in the syllabus and to prepare accordingly. If a Student repeatedly fails to prepare for a Flight Lesson, the Instructor shall notify the Chief or Assistant Chief Flight Instructor for corrective action.

Under normal circumstances, no Certified Ground School material may be re-administered to any student by the Flight Instructor. This refers to the material that would normally be covered in the class taught at the Campus or in the formal classroom setting. The prescribed and allocated one (1) hour Pre & Post flight briefing is on a per LESSON accounting basis and not on a per SESSION accounting basis. This policy is to prevent the Student’s account from being prematurely depleted by repeat ground lessons, which would be evidence the Student is not keeping pace with the syllabus. The Chief Flight Instructor may approve additional *paid* ground instruction time to the Flight Instructor as necessary. This additional paid ground instruction time will not be charged to the Student’s account.

Should any Instructor find that a Student is inexplicably unprepared, that Student shall be referred to the Chief Flight Instructor for appropriate motivational counseling, remedial instruction, or recommendation to the Director of Aviation Programs for removal from the program. This policy is consistent with industry-wide practice and is consistent with the “up-or-out” policies employed by corporate operators, Military Services, and Part 121, 135 Carriers that most DSU flight candidates aspire to fly for. Normally, when a student is unprepared for a lesson the assigned Instructor will provide this counseling. Upon a second occurrence, the Chief (or Assistant Chief in the Chief’s absence) will provide the counseling. Upon the third occurrence,

the Director of Aviation Programs assess the Student's continued status in the Professional Pilot concentration.

Failure to complete a stage of training within the allowed time constraints will result in possible termination from the FAA Approved Flight Curriculum. However, prior to termination from all flight activities, a Review Board will be held. The Director of Aviation Programs and/or the Chief Flight Instructor will give due consideration to all extenuating circumstances before terminating a student from the FAA Approved Flight Program. For the purposes of determining the 90-day period, all DSU holidays greater than two days long, including Christmas Recess, Spring Recess and summer vacation will not be counted.

Student pilots enrolled the DSU Aviation Program will maintain a semester (not cumulative) GPA of 2.75 to continue or be eligible to begin participation in Flight Labs. This is on a per-semester basis. (In other words, a student will be grounded until their next semester GPA reaches at or above a 2.75)

Professional Pilot students are entering a career field that has little to no tolerance of failure. As such, any Students studying the Professional Pilot concentration who fail any combination of two certification ground courses or flight labs must change their concentration to Aviation Management; if they remain in the Aviation Program.

## STUDENT PILOT COURSE PROGRESSION

If a Student is currently enrolled in Ground School, the assigned Flight Instructor must ensure that:

- No Student shall begin the Flight Portion of Training before a Student Pilot and Medical certificate is in their physical possession.
- No Student shall Solo before Ground Lesson 9 is completed, the Pre-solo Written Test is accomplished, ALL other requirements of 14 CFR §61.87 have been satisfied AND the Students logbook has the proper endorsement.
- No Student shall begin the Dual Cross-Country phase of training until Ground Lesson 15 (Stage III Exam) is completed.
- No Student shall begin Flight Lesson 19 (Solo Cross Country) until an Instructor briefing pertaining to that specific sortie has been accomplished, all requirements of 14 CFR §61.93 have been satisfied AND the Students logbook has the proper endorsement.
- No Student shall begin Flight Lesson 23 (Stage Check III) until Ground Lessons 16 & 17 (Final Exams A & B) are completed.

## COURSE PROGRESSION AND COMPLETION

Generally, the compliance route of a Student through any DSU Flight Course is as follows:

1. Determine course prerequisites (*existing certification and eligibility*).
2. Determine TSA enrollment eligibility.
3. Pilot contact data is entered into the *SchedulePointe*© system.

4. Jeppesen Student Folder/Document Jacket is assembled for the Approved Course (*14 CFR § 141.101*).
5. Copies of most current Pilot and Medical Certificates are inserted into Document Jacket (*14 CFR §141 Appendix B, C, D, F, G, I—2*).
6. Jeppesen Syllabus is verified in the Student's possession.
7. Logbook is verified in the Student's possession.
8. Enrollment Certificate is prepared and entered into the Document Jacket after completion of the above 7 items.
9. Operations Manual has been read ("*read ... comply ... fly*") by the Student.
10. Signature page (Appendix A.) of this Manual indicating receipt of required documents is completed, signed, and entered into Jacket.
11. Copy of Pre-solo Written Test is inserted into Jacket (*Student Pilots*).
12. Ground School is in progress or completed with documentation submitted by Ground School Instructor.
13. Compliance with Approved Flight Syllabus, Flight Lessons remain in-stage; repeat lessons and deviations to Syllabus progress described and substantiated; penmanship and legibility assured (*14 CFR § 141.77(a)(b)*).
14. The recommending Instructor—
  - a) ADMINISTERS REMEDIAL INSTRUCTION on the *Learning Statement Codes* found on the applicant's Airman Knowledge Test result.
  - b) CERTIFIES via an *endorsement in the Airman's logbook* that the Student has demonstrated satisfactory knowledge in those subject areas in which that Student was found deficient.
15. Review the Prerequisites for Practical Tests (*14 CFR § 61.39*).
16. Ensures that Records are certified by Chief Instructor (*14 CFR § 141.85(a)(1); 141.95(b)(6)*).
17. Final disposition of records as Graduation/Termination/Transfer [*14 CFR § 141.101 (d)*].
18. Archives ALL required records for a minimum of 1 year.

NOTE: A Student may accomplish only ONE Flight Lab at any given time.

NOTE: No Student may enroll in Advanced Aircraft Systems (AVIA-307) unless they have completed the Private Pilot Lab (AVIA-102L).

NOTE: No student may register for the Instrument Rating (AVIA-103) ground school course unless they have completed the Private Pilot Lab "Stage 1" Check.

NOTE: No student may register for the CFI-A (AVIA-401) prior to completing the Instrument Rating (AVIA-103L).

NOTE: No student may register for the International Air Transportation (AVIA-450) unless they are graduating within one year (the following May or December).

NOTE: No student may register for the Commercial Certification (AVIA-202) unless they have completed the Private Pilot Lab (AVIA-102L).

NOTE: Only the Director of the Aviation Programs may enroll, graduate, terminate, or transfer a Student.

NOTE: Multi-Engine CFI Opportunity: Upon completion of all six required Flight Labs, DSU Student Flight Instructors may be given the opportunity to complete the Multi-Engine CFI Lab under Part 61 for a lab fee of \$1,500 instead of the posted \$8,291. Students must be on track to graduate from DSU and agree to complete their 1,000 hours as a flight instructor for DSU.

## SAFETY PROCEDURES AND PRACTICES

### FIRE PRECAUTIONS AND PROCEDURES

In the case of an aircraft fire, either on the ground or in-flight, comply with the procedures in the appropriate emergency checklist. Many of our aircraft have a small fire extinguisher installed in the cockpit. It is available for use in a fire emergency. There are also fire extinguishers at several locations in the building and near the fuel pump at 33N.

### INCLEMENT WEATHER PRECAUTIONS AND PROCEDURES

**Ice** - Extra care **MUST** be taken when walking around the Airpark terminal building and hangar as untreated ground or icicles from roof tops can be a hazard and cause personal injury. Flight Personnel shall not attempt to move aircraft alone, but rather seek assistance from other pilots or DSU Staff.

**Lightning** - In the event of lightning/strong thunderstorms, all personnel shall abandon the flight line and seek shelter inside the hangar or terminal building. No aircraft fueling shall take place with lightning or thunderstorms within 5 miles of Delaware Airpark.

**Fog** - Personnel walking on the flight line during dense fog shall be vigilant for vehicles and aircraft.

### OVERDUE AIRCRAFT

An overdue aircraft is any flight that does not have established communications and has not arrived by the filed or implied estimated time of arrival (ETA) plus sixty (60) minutes. Should a flight be deemed overdue and a thorough search of the ramp area has been conducted, the following steps should be taken:

- If possible, listen to the CTAF to determine if the flight is in the pattern.
- Attempt contact through the CTAF frequency.
- Contact the last known or scheduled facility via landline.
- Contact the tower facility (if a controlled airfield) to determine if the flight departed.
- Contact Dover ARTCC via landline to determine if the flight is in the local area.

- Contact the Chief or Asst. Chief Flight Instructor.
- Contact the Director of Aviation Programs.

If the location of the flight cannot be determined within one (1) hour after the filed or implied ETA, contact the local FSS to initiate SAR procedures.

## ACCIDENT/INCIDENT

Refer to Appendix B for a full description of the Accident/Incident response plan, to include an example of the response plan instruction placard that is posted on the Chief Flight Instructor's door for all to use.

## IN-FLIGHT EMERGENCIES

Only the organized, systematic, consistent pilot successfully manages emergencies. Success with in-flight emergencies begins at the preflight planning and briefing stage. Adherence to prescribed and established procedures increases the chance of a successful outcome.

Prior to the practice of any emergency maneuver, it is wise to accomplish the descent checklist. This ensures maximum readiness from the pilot and configures the aircraft for maximum performance.

During any emergency, the pilot's first responsibility is to FLY THE AIRPLANE. Adherence to this initial *Vital Action* will allow the aircraft to attain maximum design performance, while allowing the pilot to remain in parameters of proficient flight.

## FLOATATION GEAR

Inflatable Flotation devices are available for use during overwater flights beyond power off gliding distance from shore. Their use will be in accordance with 14 CFR § 91.205. They can be signed-out and issued with the sign-out sheet in the Chief Instructors Office. Contact the Chief, Asst. Chief or your flight instructor for assistance.

## NASA AVIATION SAFETY REPORTING SYSTEM (ASRS)

The Aviation Safety Reporting System (ASRS) program, commonly referred to as the “NASA Program”, exists to collect, analyze, and respond to voluntarily submitted aviation safety incident reports in order to lessen the likelihood of aviation accidents. These reports are used to identify deficiencies and discrepancies in the National Airspace System (NAS) and to strengthen the foundation of aviation human factors safety research.

The “NASA Form”, or ARC Form 277B, is used by pilots, mechanics, and air traffic controllers to report aviation operations that may compromise safety, and is an integral part of the FAA’s Aviation Safety Reporting Program. Under certain circumstances, it can also protect pilots from fines and/or suspensions.

The program is structured to guarantee confidentiality and anonymity because the primary purpose of the Program is to improve safety by facilitating the free, unrestricted flow of information from the users of the NAS. Immunity from fine or penalty is granted if:

- The “NASA Form” was sent within 10 days of the event.
- The burden of proof is on the reporter (you) that the report was sent.
- The violation was inadvertent, not deliberate, and was not involved in a criminal offense or accident.
- The reporter wasn’t previously found in violation of the 14 CFR §s within five years before the date of the event.

The FAA does not determine if the pilot was not qualified or competent to hold the certificate s/he claimed to be operating under. Send in the “NASA Form” within 10 days of an event (certified mail, return receipt requested is suggested) to—

**NASA ASRS**  
**Post Office Box 189**  
**Moffett Field, CA 94035-0189**

The portion of the form that contains name and address is stamped and returned to reporter. Some information is used in public newsletter and/or FAA policies. NASA de-identifies the reporter in most circumstances. Reports are not de-identified in cases of a criminal offense (FAA and Department of Justice are notified) or an accident (NTSB and FAA are notified). The FAA will fully investigate if a violation is suspected but will not query NASA or alleged violator to see if a NASA form had been submitted. It is only during FAA’s formal enforcement action that you may request immunity. Though immunity could be granted, the violation becomes part of the reporter’s file.

Complete information on this program may be accessed at— <http://asrs.arc.nasa.gov/>

# FLIGHT TRAINING AND AERONAUTICAL OPERATION

## DISPATCH

Each flight shall be dispatched using the *SchedulePointe*© system. At a minimum, the syllabus lesson number and ‘local’ shall be annotated in the ‘comments’ section of *SchedulePointe*© if remaining in the local practice areas. All other flights shall annotate points of intended landing or the airfield ICAO designation for instrument approaches in the ‘comments’ section when outside the practice areas.

## SCHEDULEPOINTE© USAGE

*SchedulePointe*© is an online scheduling, dispatching, resource management, and cost control tool that assists management in exercising Operational Control of the Student Body, the Instructor Staff, and the Aircraft Fleet. Pilots can access scheduling information online at <https://www.schedulepointe.com>.

- Basic **Aircraft** data consists of tach and Hobbs times, and squawks. Accurate and concise data entry by users is ESSENTIAL!
- Minimum **Student Pilot** data required for system use is user home address, phone number, emergency contact, email address, medical date, and DOB.
- **Assigned Instructors** are the Student’s point-of-contact concerning sign-on procedures and other pertinent questions.

**OPERATIONAL CONTROL** is that management function which tallies airframe usage, compiles pilot flight time, and dispatches flight activities. *SchedulePointe*© is a central tool that facilitates that function. Instructors **WILL** immediately remove the flight period and airplane reservation when it is determined that the flight period will not materialize.

Pilots not activating and closing flights, transposing numbers, shifting decimal points, or entering typographical errors, can—and will—corrupt the database system. It is therefore IMPERATIVE that users incorporate ACCOUNTING DISCIPLINE when using this software system. Pilots WILL NOT rely on *SchedulePointe*© as the primary method of determining maintenance compliance, as this system is only as accurate as the last pilot’s entry. The PIC must rely upon recorded tach times and logbook entries of Certified A&P Mechanics into the airframe, engine, or propeller logs. Ensuring that an aircraft has not exceeded required maintenance usually is a simple matter of comparing the current “tach” time to the placarded tape placed above the tachometer by maintenance, indicating the point that required maintenance must occur.

### **ASSIGNMENT AND SCHEDULING POLICY**

The primary and final authority for assignments and scheduling is the Chief Flight Instructor. Equal distribution and scheduling of aircraft and other assets are priorities at DSU.

With all other factors being equal, the Chief Instructor employs the competency-based system of matching Instructor-to-Student-to-Aircraft based on the following:

- Instructor assignments are based on professional advancement and accumulated certifications (CFI-A, CFI-I, MEI, ATP, etc.)
- Insurance stipulations and regulation requirements may override these qualifications (ex. time in type, etc.)

Cancellations due to weather, mechanical breakdown, illness, etc., are a part of the aviation business. Therefore, a system of primary, secondary (first standby), and tertiary (second standby) schedules will be used on certain occasions to ensure maximum utilization of resources as well as continuity of the program curriculum.

### **SCHEDULING FLIGHT LESSONS**

A ***minimum*** of three flight labs must be scheduled per semester week. Lab sessions are dependent upon –

1. Syllabus availability (*Instructor and Student, and adherence to its content*)
2. Aircraft availability (*maintenance readiness*)
3. Student preparedness (*punctuality and completion of assignments*)
4. Instructor availability (*punctuality and availability of required references and tools*)
5. Acceptable weather (*forecast weather is above minimums for conduct of Flight Lab*)

Priority in scheduling aircraft is as follows:

1. FSDO/DPE Practical Tests
2. CFI Training, Standardization and Evaluation
3. Student Stage Checks
4. Students preparing for Practical Tests (within 5 hours of Practical Test)
5. Cross-country flights (dual instruction)
6. Local dual instruction flights
7. Solo flights
8. Currency/Proficiency Flights

The Chief/Assistant Chief Flight Instructor may supersede this priority list when scheduling adjustment is deemed necessary for efficient utilization of the fleet, operational purposes (aircraft inspection scheduling, etc.), and to optimize and facilitate forward progress in the program for each student. A DSU Flight Instructor must authorize requests for solo flights.



## MULTI ENGINE SCHEDULING AND FLIGHT TRAINING

Dispatches involving Multi Engine lessons will occur with the specific involvement and discretion of the Chief or Assistant Chief using the following process:

1. Only the Director of Aviation Programs, Chief, or Assistant Chief Flight Instructors have blanket dispatch authority with the Multi Engine Aircraft.
2. Multi Engine Aircraft use is via **personal** notification of the Chief or Assistant Chief.
3. Lesson requests shall be made at least two (2) days in advance of the intended lesson.
4. Additional lessons may not be scheduled until the satisfactory progress and completion of the previous requested lesson(s).
5. Upon completion of the lesson(s), authorization to operate the Multi Engine Aircraft will revert to “not checked out,” hence preventing further Multi Engine Aircraft dispatch. Subsequent lesson requests must repeat the above process.
6. The Chief or Assistant Chief may review, audit, and stand down operations at any time.
7. Single-pilot multi-engine flight may be authorized by the Chief Flight Instructor or the Director of Aviation Programs.

## SIMULATOR SCHEDULING AND USAGE

### Scheduling:

DSU flight simulators shall be scheduled by the Student’s Instructor in accordance with appropriate syllabi prescribed for the course lesson to be flown. Ground and Flight Instructors will coordinate simulator time to parallel respective training as weather and circumstance permits. *SchedulePointe*© shall be used to schedule time for all simulator training. Individual students may coordinate with the Chief/Asst. Chief Flight Instructor for simulator usage.

### Usage:

Flight Simulators are available to provide both Students and Instructors the opportunity to achieve and maintain instrument proficiency and currency without flying. This type of experience is particularly beneficial to the Student since he/she can concentrate solely on a particular exercise without the additional responsibility of cockpit chores and pre-occupation of actual flight.

Training in the CR-12 simulator, which meets the requirements of §141.41(b), may be credited for a maximum of:

Private .....	5.25 hours
Instrument .....	14 hours (Initial Instrument Rating)
	7.5 hours (Additional Instrument Rating)
Commercial .....	11 hours
Certified Flight Instructor .....	1.25 hours
Certified Flight Instructor Instruments .....	.75 hours

### *CR-12 Simulator*

The CR-12 Flight Simulator is an Advanced Aviation Training Device (AATD) that has the ability to replicate the DSU Single and Multi-Engine Aircraft. The full features of the CR-12 allow Instructors to satisfy syllabus training requirements and should be used to the fullest extent possible up to the maximum simulator hours allowed under the current Letter of Authorization. Maximum use of this AATD will save wear and tear on DSU's airplanes and increase aircraft availability for our Students and Instructors. The CR-12 shall only be used with a DSU Flight Instructor present.

## PREFLIGHT

### PIC RESPONSIBILITIES

In accordance with 14 CFR § 91.103, the PIC must become familiar with all available information concerning that flight. Although not inclusive, the PIC is to verify and check:

#### *Aircraft Log*

- ANNUAL & 100 HOUR INSPECTION (14 CFR § 91.409)
- VOR (14 CFR § 91.171)
- ALTIMETER/STATIC SYSTEM CHECK (14 CFR § 91.411)
- ELT (14 CFR § 91.207(d))
- TRANSPONDER (14 CFR § 91.413)

#### *Aircraft Documents*

- AIRWORTHINESS CERTIFICATE (14 CFR § 91.203)
- REGISTRATION (14 CFR § 91.203)
- OPERATING LIMITATIONS
- FLIGHT MANUAL/FLIGHT MANUAL SUPPLEMENTS (14 CFR § 91.9)
- WEIGHT & BALANCE DATA SHEET (14 CFR § 25.1583)

#### *Checklist Usage*

Checklist usage is MANDATORY in all DSU aircraft. All students must understand the checklist is an important tool used by the proficient, professional pilot to assure consistent operational performance. The more you standardize your procedures via checklists, the greater the opportunity you have to—

- Identify problem areas and complete required procedures
- Minimize surprises, manage distractions
- Reduce frustration, contain emergencies
- Improve your overall skills

Any inconsistencies and/or errors noted on any checklist shall be brought to the attention of the Chief or Assistant Chief Instructor.

## AIRCRAFT INSPECTIONS

All aircraft inspections must be current and in compliance with the following requirements:

- No cross-country flight will be dispatched if the aircraft has less than 10 hours left to the 100-hour inspection.
- No aircraft may be dispatched beyond the 100-hour time or the Annual inspection date.
- No aircraft may be dispatched with any open discrepancy.
- Only a Certified Aircraft Mechanic may “clear” a discrepancy and return an aircraft to service (RTS).

The Student must review all discrepancies and bring any open discrepancies to the attention of the Flight Instructor or Chief of Maintenance. Students shall bring any discrepancies found during preflight action to the attention of the Flight Instructor or Chief of Maintenance. An AVCARD may be issued by the Chief Flight Instructor, to the student if fuel may need to be purchased off-site. This card will be signed out when dispatch occurs and returned, with the fuel receipts, at the end of each flight. This card will only be used to purchase fuel.

## PREFLIGHT SAFETY BRIEFINGS

Preflight safety briefings will be conducted prior to each and every flight. Items covered during the briefing will include but are not limited to: weather and NOTAMS, fuel requirements, aircraft performance, a passenger briefing when passengers are aboard, and an I.M S.A.F.E. check. There is also a DSU Aviation Flight Crew Information File (FCIF) binder that **SHALL** be reviewed by all Instructors prior to every flight. The binder is kept with the aircraft dispatch “Cans”. Important operational, safety, and security information is passed along to all fliers via this system. Use/review of this program is MANDATORY.

## MAXIMUM USE OF ATC/FSS SERVICES

All pilots should begin developing early in their flying careers a high level of comfort and skill with the use of ATC/FSS services. ATC and FSS professionals provide invaluable services to the pilot both on the ground and in flight especially when it comes to weather or when you may need immediate assistance. It is each Student’s responsibility to learn the many services provided to him/her by these professionals and use them on a regular basis in the course of his/her flight.

## AIRWORTHINESS DETERMINATION

It is the PIC’s responsibility to personally verify the AIRWORTHINESS COMPLIANCE and MAINTENANCE STATUS of an aircraft prior to flying by determining:

- Current tach time
- Remaining time to next 100-hour inspection
- The aircraft’s inoperative components

Pilots shall use the aircraft Minimum Equipment List or the conditions pursuant to 14 CFR § 91.213 to determine the aircraft airworthiness based on inoperative instruments or equipment. The times displayed in the *SchedulePointe*© system is only an aid in managing and projecting aircraft use and should not be used to determine compliance. Although these times are typically reconciled daily by the Chief of Maintenance, pilots are cautioned that *SchedulePointe* © times may not be conclusive.

## PERFORMANCE, ENDURANCE, AND WEIGHT AND BALANCE CALCULATIONS

Every flight will have the performance, Maximum Takeoff Weight (MTOW) and Center of Gravity (CG) determined using the Aircraft Flight Manual (AFM) and approved methods of calculation. Safety of training flights utilize the concept of **performance before payload**. This means the aircraft payload is restricted to a weight which will ensure—

- Mission minimum fuel is on board and MTOW/CG limits are not exceeded
- The minimum required runway length and required obstacle clearance climb rate is determined

## WEATHER LIMITATIONS

The following weather restrictions apply to the operation of all DSU airplanes:

		Ceiling	Visibility
		(ft. AGL)	(SM)
Day/Dual/VFR	Pattern:	1500	3
	Local:	2000	3
	Cross Country:	3000	4
Day/Solo/VFR Student	Pattern (uncontrolled):	2000	4
	Pattern (controlled):	2000	5
	Local:	3000	5
	Cross Country:	4000	7
Private Pilot or higher	Pattern:	2000	3
	Local:	3000	5
	Cross Country:	3500	5
Night/Dual/VFR	Pattern:	2000	3
	Local:	3000	5
	Cross Country:	4000	5
Night/Solo/VFR	Pattern:	3000	5
	Local:	4000	7
	Cross Country:	5000	7

## IMC/IFR OPERATIONS

- Prior to departure, all IMC/IFR flights will provide a complete dispatch report to the Chief Instructor to include departure, enroute, and destination weather collected within 1 hour of actual departure, W&B, flight log, a copy of the filed flight plan, and destination phone contact.
- IMC/IFR flights by DSU Students (solo or dual) are authorized only by pilots that are certified, current, qualified, and capable (e.g. a “personal minimums assessment” has been filled out and filed with the dispatch report).

- In accordance with 14 CFR § 91.167 and 14 CFR § 91.169, pilots are reminded that IFR go/no-go decisions are made in part by fuel planning from departure to destination plus approach and to an alternate airport, if required, then 60 minutes (DSU) fuel reserve at normal cruise upon arrival at the selected alternate airport. Alternate weather minima must be as specified in that procedure or if none are specified, weather must be 600/2 for precision or 800/2 for non-precision approaches.
- Pilots shall adhere to 14 CFR§ 91.175 for all takeoffs and landings under IFR.

## WIND RESTRICTIONS

### Dual

Piper Warrior, Arrow and Vulcanair V1.0:

Max surface wind including gusts 30 knots.

Multi Engine Aircraft:

Max surface wind including gusts 35 knots.

Crosswind:

All aircraft are restricted to the maximum demonstrated crosswind component as published in the appropriate aircraft flight manual or POH.

### Solo

Student Pilots:

All student pilots must have appropriate wind restrictions entered in their logbooks and folders. The maximum entry for surface winds is 20 knots and the maximum crosswind component is 10 knots. Maximum gust allowed is 10 knots.

Private or higher:

Surface winds 20 knots or logbook entry for higher up to the maximum listed above for dual flights in the aircraft. Crosswind component: 10 knots or logbook endorsement for higher up to the maximum demonstrated crosswind component for that aircraft. All wind endorsements greater than minimum require the approval of the Chief Flight Instructor.

## MINIMUM FUEL REQUIREMENTS (USABLE FUEL)

### Dual/VFR

60 minutes of reserve always

Departures are not authorized with less than 1/2 tanks

### Dual/IFR

60 minutes or the IFR minimum whichever is always greater of the reserve. Cross-country departures must carry the maximum fuel allowed by weight and balance calculations.

### Solo

60 minutes of reserve always. Local departures are not authorized with less than 1/2 tanks. Cross-country flights departing from Delaware Airpark must carry the maximum fuel allowed by weight and balance calculations.

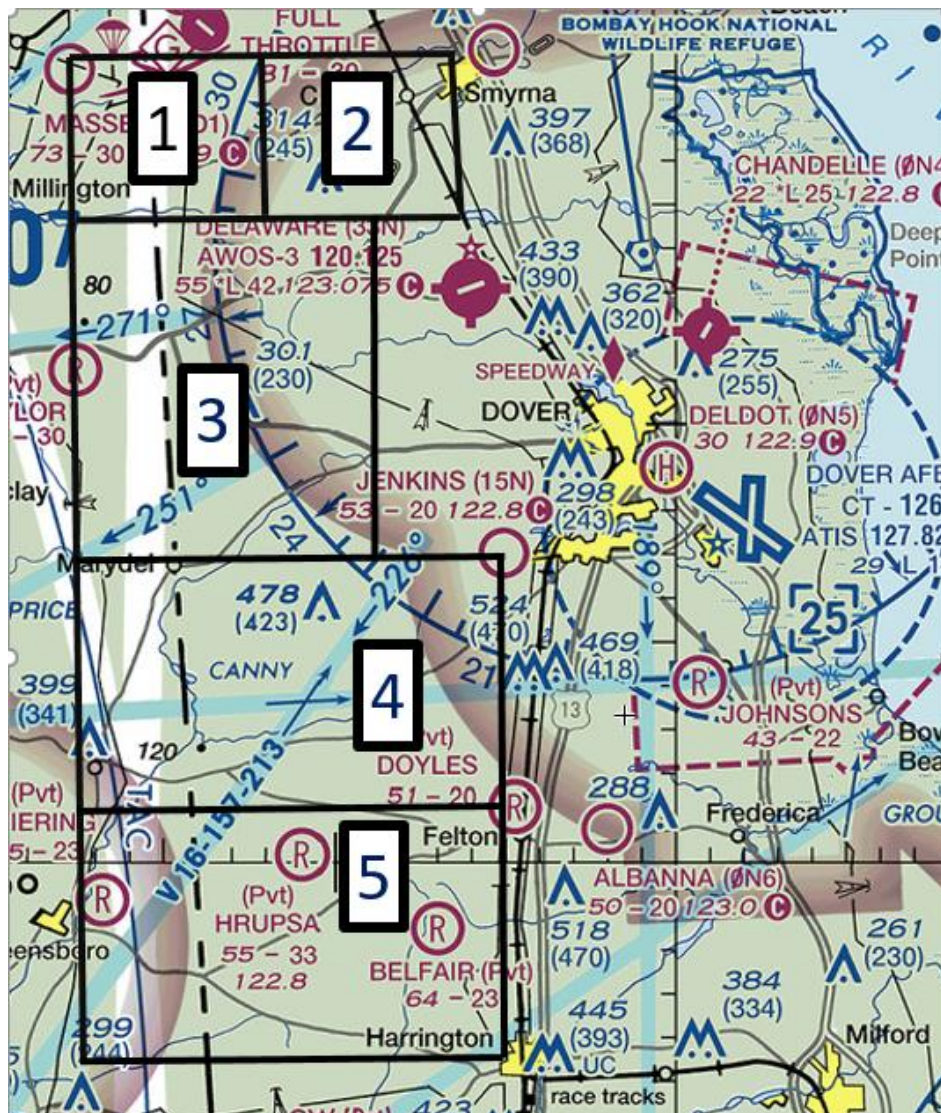
## TRAINING FLIGHTS

### LOCAL PRACTICE AREAS

The local flight training area is within 50 NM of Delaware Airpark. As depicted below, there are five practice areas located within 25 miles of Delaware Airpark:

- Areas #1 and #2, bounded on the North by a line between Massey Airport (MD1) and the Smyrna Prison. Divided by a North - South line through the town of Kenton. Bounded on the South by an East-West line running from Garrison's Lake, on the West by a line South from Massey Airport and on the East by Rt. 13.
- Area #3 is bounded on the North by areas 1&2 on the South by an East – West line between Wyoming and Marydel. (Westville Rd. Jenkins Airport N15), on the west by a line South from MD1 and on the East by a North – South line approximately 2 miles west of 33N running thru Pearson's Corner.
- Areas #4 and #5 are bounded on the East by a North – South line between N15 and Harrington, on the West by the North – South line from Massey (MD1) , #4 North side by the East – West line from Wyoming to Marydel, they are divided by an East - West line from the town of Felton to Marydel and bounded to the south by an East – West line from Harrington to the line South from MD1.
- Each area is divided into Low (1000'-2700') and High (3000'-4500').

When in the local area, all pilots are expected to exercise vigilance and to have a current sectional or current electronic flight bag software on board the aircraft. For safety considerations, pilots are expected to remain within their assigned practice area and utilize, to the maximum extent possible, ATC services.



### TRAFFIC PATTERN

Pilots are expected to arrive and depart the traffic pattern at Delaware Airpark, and all other Non-Towered airports, in accordance with Standard Procedures as stated in the Airman's Information Manual and the latest version of AC 90-66 (Non-Towered Airport Flight Operations).

- The preferred method of departure is a 45-degree angle from the departure leg. No turns should be attempted below pattern altitude (1050' MSL at 33N). When remaining in the traffic pattern, and traffic is permitting, begin crosswind leg at 700' MSL (300' below pattern altitude). No downwind departures at Non-Towered airports (unless specifically required for safety due to terrain, weather, or other traffic) are approved.
- The preferred method of arrival is a 45-degree entry to the downwind leg with entry accomplished by midfield. The aircraft must be at pattern altitude at least 1/2 mile prior to reaching the downwind leg in order to allow time to see and avoid other traffic in the pattern.

- These preferred methods of arrival and departure should be utilized whenever operating at a Non-Towered airport.
- Comply with all ATC instructions at airports with an operating Control Tower.

Initial solo flights are routinely conducted at Delaware Airpark. Supervised solos prior to the solo Stage I Check may be conducted at other suitable airports when approved by the Chief or Assistant Chief Flight Instructor. Supervised solos will only be conducted when the supervising Instructor can maintain visual contact with the solo Student and has access to a transceiver.

NOTE: Instructors will provide the following briefing (at a minimum) to each student pilot *immediately* before they fly their first supervised solo in the pattern (Lesson #9):

#### PRE-SOLO BRIEFING

1. Student will perform three **full stop landings** each involving a flight in the traffic pattern.
2. Students will utilize appropriate checklists in a normal fashion.
3. Students will make all appropriate radio calls on the correct frequency, and be aware of any other aircraft entering, departing, flying in, or otherwise near the traffic pattern.
4. Instructor will be monitoring the appropriate radio frequency.
5. The Student may experience performance increase due to decreased weight including:
  - a. Shorter takeoff roll
  - b. Increased climb performance
  - c. Increased float in ground effect
6. Instructor will insure ALL requirements of 14 CFR § 61.87 have been satisfied AND the Students logbook has the proper endorsement

*Instructor note: Be sure to write all endorsements as per current AC 61-65X. Use appropriate weather limitations with at least FOM minimums.*

#### CROSS-COUNTRY OPERATIONS

All cross-country flights will be pursuant to the Objectives stated in the approved syllabus and shall proceed to destinations via routes that have been specifically pre-approved by the Chief, Assistant Chief, or Director of Aviation Programs. Instructors will review the Student's submitted flight plan to ensure compliance with:

- Syllabus requirements for route radius and leg-length
  - o [Student Pilot], (14 CFR § 61.93 Aeronautical experience)
  - o [Private Pilot Certificate], (14 CFR § 61.109 Aeronautical experience)
  - o [Commercial Pilot Certificate] (14 CFR § 61.129 Aeronautical experience)
- weather overview (SIGMET/AIRMET)
- weight and balance
- fuel consumption (leg-length and required reserves)
- Solo: shall use approved airports listed in Appendix C
- Dual: public use airports with 3000 feet of runway
- FBO/maintenance services available at destination at ETA
  - o (See FCIF for current list of approved FBOs)



- flight plan/locating requirements
- contact phone numbers (cell phone)
- clearance from the DC SFRA, and other SUA/restricted airspace
- determination and acceptance by the PIC of any “Landing” or other fees
- determination of fuel price, availability and acceptance of the AVCARD if fuel purchase is required.
  - o Purchase of fuel at any price higher than the price at 33N MUST be approved by the Chief, Asst. Chief Instructor, Chief of Maintenance or Director of Aviation prior to the purchase.

*Pilots are reminded to annotate their destination in the ‘comments’ section of SchedulePointe©*

Fuel card and all receipts related to the prescribed cross-country will be submitted to the Chief/Assistant Chief Instructor upon return or termination of the flight. Any expenses incurred that are not associated with the prescribed cross-country will be borne by the PIC.

All flights remaining overnight must be approved by the Chief/Assistant Chief Instructor prior to departing and the absence of that aircraft must not interfere with any scheduled training, maintenance, or program continuity.

“**Cross-country time**” is time acquired and accrued for the purpose of meeting the aeronautical experience requirements of a private or commercial pilot certificate, or an instrument rating.

Cross-country is that time acquired during a flight that includes a point of landing that is at least a straight-line distance of more than 50 nautical miles from the original point of departure (*14 CFR § 61.1 (b)(3)*).

- Central to the DSU Flight Locating and recall procedures, during aircraft reservation, every Cross country flight will have each layover point listed and final destination inserted into the “comments” section of the *SchedulePointe©* system (*i.e., “BOS via HPN then direct ... RON BOS”*).

#### *FLIGHT PLAN DEVIATIONS*

With the exception of ATC or weather re-routes, no cross-country flight will deviate from the flight plan submitted and entered into the *SchedulePointe©* dispatch system at departure.

**Should any unforeseen event occur during the flight that requires significant deviation or landing at an alternate airfield, the PIC will contact the Chief Instructor or Assistant Chief Instructor after the first point of landing.**

### *RE-DISPATCH AFTER UNPLANNED LANDING*

In the event of any maintenance abnormality, contingency, deviation from original flight plan, or emergency, DSU Flight Operations must be contacted prior to resuming the flight. Contact your dispatching Flight Instructor, if appropriate, or one of the following numbers in priority sequence:

Chief Flight Instructor: John Sherman -----	Cell (301) 639-3770
Int. Asst. Chief Flt Instructor: Roger Kruser -----	Cell (302) 242-0767
Chief of Maintenance: John O'Connor -----	Cell (302) 359-8103
Director of Aviation Programs: Michael Hales -----	Cell (571) 294-5705

If a maintenance grounding situation is encountered and the Student is unable to contact anyone at DSU, he or she will remain in place and secure the aircraft. The Student should be prepared to remain with the aircraft until someone can be contacted. Continue attempting contact.

### POST-FLIGHT

#### LESSON POST-FLIGHT BRIEFING

At the end of every flight (both dual and solo) the Flight Instructor will review the maneuvers performed and assign material to be covered in preparation for the next flight. At this time entries, (checkmarks if solo, or grades if dual), into the appropriate training folder and logbook will be made.

#### AIRCRAFT SECURITY AND POST FLIGHT ACTION

The pilot must properly secure the aircraft at the end of each flight. This includes tying the aircraft down with proper knots, inserting cowl plugs and covers, locking controls, and locking doors. All aircraft will be parked at the end of each flight in a tie down spot on the ramp. Also, return the 'can' along with the aircraft keys to the dispatch area if the airplane has no discrepancies, and return the AVCARD and any fuel receipts after a cross-country flight. If there are discrepancies, the Student is required to note them in the discrepancy log with as much detail as possible and bring the discrepancy to the attention of a mechanic or Chief Instructor, so that the discrepancy may be entered into the *SchedulePointe*© system. Continued serviceability will be determined by the Chief of Maintenance, or in his/her absence, the Chief Flight Instructor.

Pilots are expected to keep the aircraft and ramp area ("tarmac") clean and free of debris. Anything brought into an aircraft will be removed at the end of the flight. Eating or drinking is discouraged in our training aircraft, but bottled water and other drinks with lids are acceptable especially during long cross-country flights or periods of hot weather. Pick up trash and foreign material on the ramp and place it in a trash container. Foreign Object Damage (FOD) can occur to aircraft and personnel if trash is left on the ramp or in the aircraft.

Refueling at the end of the flight is required when the fuel quantity is noted as follows:

- V1.0 – as determined by the Instructor
- Warrior — below the tabs
- Arrow N402DS - below the tabs
- Arrow N495DS - as determined by the Instructor
- Multi-Engine Aircraft — as determined by the Instructor

## WHEN IN DOUBT - REFUEL

Pre-solo Students may refuel the aircraft only under the supervision of the Flight Instructor. All aircraft will have the wheels chocked and be grounded to the pump prior to fueling. All flights must be planned in such a manner that the airplane is refueled and on the ramp by the scheduled time, so that the next scheduled flight will not be delayed.

## SCHEDULEPOINTE © CLOSE-OUT

The Flight Instructor will close out each flight using the *SchedulePointe*© system promptly following the post-flight briefing when dual instruction is given. The PIC will close out the flight using *SchedulePointe*© for all other non-dual flights.

## A.APPENDIX

### 14 CFR § 141.93 (a) (1) Compliance—Certificate of Enrollment

I, \_\_\_\_\_ attest that I have been furnished with a copy of the  
(*Printed Name of Enrolled Student*)

CERTIFICATE OF ENROLLMENT containing the date of that enrollment for the

\_\_\_\_\_ course in which I am enrolled.

(*Print Title of Flight Course*)

\_\_\_\_\_  
(*Signature and Date of Enrolled Student*)

### 14 CFR § 141.93 (a) (2) Compliance—Training Syllabus

I, \_\_\_\_\_, attest that I have in my personal possession (*Printed  
Name of Enrolled Student*)

the TRAINING SYLLABUS for the \_\_\_\_\_ course in which I am enrolled.

(*Print Title of Flight Course*)

\_\_\_\_\_  
(*Signature and Date of Enrolled Student*)

### 14 CFR § 141.93 (a) (3) Compliance—Possession of DSU Flight Operations Manual

I, \_\_\_\_\_, attest that I have in my personal possession the  
(*Printed Name of Enrolled Student*)

Flight Operations Manual (FOM) that contains the Safety Procedures developed by Delaware State University and understand that I am responsible for having Appendix A 'DSU Safety Procedures and Practices' of this manual in my possession while conducting all flight operations.

\_\_\_\_\_  
(*Signature and Date of Enrolled Student*)

### Failure of Aviation Ground Courses and/or Flight Training Labs

I, \_\_\_\_\_, (*Printed name*) attest that if I receive **two** failing grades in a flight academic ground course, flight lab course, or any combination thereof, I will be removed from the Aviation Professional Pilot-major and cease all flight training. In addition, I understand that the maximum time allowed to complete any flight lab is **two consecutive** academic semesters. If the flight lab is not completed by then, I will receive a failing grade.

\_\_\_\_\_  
(*Signature and Date of Enrolled Student*)

## **B. APPENDIX**

### **SAFETY PROCEDURES AND PRACTICES**

#### **GENERAL**

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#### **ACCIDENT/INCIDENT**

In the event of an accident or incident at Delaware Airpark (33N), refer to the quick reaction guide in this appendix and posted outside the Chief Flight Instructor's office door. For accidents/incidents at airfields away from 33N, follow the basic procedures outlined in these paragraphs.

The time immediately following an accident or incident is extremely stressful for the pilot. The pilot's first priority must be to ensure his/her own safety and that of any passengers. Then anyone in the vicinity of the aircraft. If the emergency was properly reported to an ATC or FSS facility, you may be sure that emergency equipment and personnel has been dispatched.

The PIC will reference 49 CFR § 830 (Notification and Reporting of Aircraft Accidents or Incidents) and contact DSU Flight Operations as soon as possible after the aircraft and/or persons are secured and cared for. The order of priority is to notify your own instructor, if applicable. Then, attempt to notify the Chief Flight Instructor, then the Assistant Chief Flight Instructor, then the Director of Maintenance, and finally the Director of Aviation Programs in that order. Pilots are cautioned about initially discussing the incident or accident to anyone except DSU personnel. The only official public remarks during post-accident/incident will be made through the DSU President's Office via the Campus Director of Communications.

As soon as possible, all passengers on board the aircraft, including the Pilot and Flight Instructor, must provide a written statement to the Chief Flight Instructor or other authorized DSU personnel. A copy of this statement will be forwarded immediately to the Director of Aviation Programs. The Director of Aviation Programs will submit a copy to the Dean of the College of Business, and Vice President for Academic Affairs. These statements will subsequently be forwarded to the FAA, NTSB, or other Governmental Agencies, upon request as applicable.

#### **FIRE PRECAUTIONS**

1. No smoking on DRBA Property, on the ramp, or in any DSU aircraft at any time.
2. No use of the preheater or any operating engine within 50 feet of a refueling aircraft
3. In case of an aircraft fire, either on the ground or in-flight, comply with the procedures in the appropriate emergency checklist.
4. Several of our aircraft are equipped with a small fire extinguisher installed in the cockpit. It is available for use in a fire emergency. Fire extinguishers are also located at outside entry ways to the maintenance hangar.
5. In the event of a fire while attempting to start the airplane, keep the starter in the start position to attempt to draw the fire into the engine and follow the POH procedures.

## DELAWARE STATE UNIVERSITY AIRCRAFT ACCIDENT/INCIDENT RESPONSE

**The primary objective after any aircraft accident/incident is to ensure the preservation of life and limb of the occupants and anyone on the ground who may be involved. After that, preserving and/or saving aircraft and property on the ground become the priority. If in doubt, do not hesitate to call 911!**

- **Initial notification tree: (if the person you're trying to call is unavailable, try the next one)**
  - **Assigned Instructor (if applicable) of pilot involved**
  - **Chief Flight Instructor (John Sherman)                      Cell: (301) 639-3770**
  - **Int. Asst. Chief Flt Instructor (Roger Kruser)   Cell: (302) 242-0767**
  - **Chief of Maintenance (John O'Connor)                      Cell: (302) 359-8103**
  - **Director of Aviation Programs (Michael Hales) Cell: (571) 294-5705**
  
- **33N Airport Manager/DRBA Operations (If after hours/airport office closed)**
  - **33N Airport Manager (Joseph Mulheron)                      Cell: (302) 757-2952**
  - **DRBA Senior Airport Manager (Ben Clendaniel)                      Cell: (302) 535-1989**
  - **DRBA/KILG Operations (24/7) Duty Phone                      Office: (302) 229-6315**
  
- **If you observe an airplane accident/incident OTHER than a DSU airplane, notify the 33N/DRBA members involved after calling 911, first, if necessary. Then notify the Chief or Asst. Chief if possible. DSU assets/aircraft may not be involved, but it may affect our flight training operation. Do not attempt to contact the FAA or the NTSB directly, leave that to the Chief or Director of Aviation Programs.**
  
- **In the event of any accident/incident, attempt to relay the following information when calling anyone; 911, DSU personnel, or 33N airport managers.**
  - **Type of aircraft (and number of aircraft if more than one)**
  - **Souls on board, if known**
  - **Direction of flight or resting place of the aircraft.**
  - **Any responding agencies or offices (fire, police, etc....)**
  - **If you have been unable to contact anyone higher on the priority list. (i.e. if you tried to call the Chief and were unable to contact him/her.)**

## PREFLIGHT

1. **Checklist** usage is mandatory in all DSU aircraft. All Students must understand that checklists are important tools used by the proficient, professional pilot to assure consistent operational performance.
2. All pilots are required to **taxi** no faster than a brisk walk and no taxiing on unpaved surfaces is allowed within 24 hours of any precipitation or thaw. At no time may a wing or any other part of an aircraft be allowed to pass under **OR** over any part of another aircraft.
3. When practicing in the local area, all pilots are expected to exercise **traffic vigilance** and to have a current sectional (Paper or Electronic) on board the aircraft. For safety considerations, pilots are expected to remain within their assigned practice area and utilize ATC advisory services whenever possible.
4. The student must review all previously noted **discrepancies** and bring any open discrepancies to the attention of the Flight Instructor or Chief of Maintenance. Students shall note any discrepancies found during preflight on the discrepancy sheet in the "can."
5. The preferred **cold weather** procedure of preheating DSU aircraft (temperatures below 20 degrees Fahrenheit) shall be to hangar the aircraft for a period of time (normally 1 hour) rather than use the portable preheater.

## NIGHT FLIGHT

All night flights that depart the 33N traffic pattern require a flight plan. Solo student pilots on local training flights shall return the aircraft to the tie-down point prior to sunset.

## WEATHER MINIMUMS

		<u>Ceiling (ft. AGL)</u>	<u>Visibility (SM)</u>
Day/Dual/VFR	Pattern:	1500	3
	Local:	2000	3
	Cross Country:	3000	4
Day/Solo/VFR (Student)	Pattern (uncontrolled):	2000	4
	Pattern (controlled):	2000	5
	Local:	3000	5
	Cross Country:	4000	7
Private Pilot or higher:	Pattern:	2000	3
	Local:	3000	5
	Cross Country:	3500	5
Night/Dual/VFR	Pattern:	2000	3
	Local:	3000	5
	Cross Country:	4000	5

Night/Solo/VFR	Pattern:	3000	5
	Local:	4000	7
	Cross Country:	5000	7

<b><u>WIND RESTRICTIONS</u></b>	<u>Dual w/Gusts</u>	<u>Solo Student Pilot</u>	<u>Solo Rated Pilot</u>
Single Engine	30 Kts	20Kts/10Kts X-Wind	20Kts/10Kts X-Wind
Multi-Engine Aircraft	35 Kts		

**FUEL RESERVES**                      Dual, Solo, VFR, IFR:                      **60 minutes**

## DISPATCH

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1. Student Pilots are not authorized to dispatch DSU aircraft.
2. Dispatches by telephone are not authorized.
3. No Student Pilot may begin a solo flight unless an authorized DSU Flight Instructor is present at the airport, has confirmed the Student is properly endorsed and has dispatched the Student.
4. Each flight shall be dispatched using the *SchedulePointe*© system. At a minimum, the syllabus lesson number and 'local' shall be annotated in the 'comments' section of *SchedulePointe*© if remaining in the local practice areas.
5. Flights outside the local area shall annotate points of intended landing or the airfield ICAO designation for instrument approaches in the 'comments' section.
6. IMC/IFR flights will provide a complete dispatch report to the Chief Instructor to include departure, enroute, and destination weather collected within 1 hour of actual departure, weight and balance, flight log, a copy of the filed flight plan, and destination phone contact.

## CROSS-COUNTRY

1. No aircraft may be dispatched on a cross country flight when the airplane is 10 or less hours until the 100-hour inspection is due.
2. No aircraft may be flown past the 100-hour inspection time or the Annual Inspection date.



## FLIGHT

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### TRAFFIC PATTERN at 33N

1. **Left hand** traffic pattern altitude 1050' MSL. If remaining in pattern, begin crosswind leg at 700' MSL.
2. Must be at pattern altitude by **1/2 mile** prior to entering downwind leg.
3. The **preferred method of entering the pattern** is a 45-degree entry to the downwind leg with entry to the downwind leg accomplished by midfield.

### LOCAL

The **local flight training area** is within a 50 NM radius of Delaware Airpark. There are five (5) practice areas located within 25 miles of Delaware Airpark as attached below.

Areas #1 and #2, bounded on the North by a line between Massey Airport (MD1) and the Smyrna Prison. Divided by a North - South line through the town of Kenton. Bounded on the South by an East-West line running from Garrison's Lake, on the West by a line South from Massey Airport and on the East by Rt. 13.

Area #3 is bounded on the North by areas 1&2 on the South by an East – West line between Wyoming and Marydel. (Westville Rd. Jenkins Airport N15), on the west by a line South from MD1 and on the East by a North – South line approximately 2 miles west of 33N running thru Pearson's Corner.

Areas #4 and #5 are bounded on the East by a North – South line between N15 and Harrington, on the West by the North – South line from Massey (MD1) , #4 North side by the East – West line from Wyoming to Marydel, they are divided by an East - West line from the town of Felton to Marydel and bounded to the south by an East – West line from Harrington to the line South from MD1.

1. These areas are divided into a Low area (SFC to 2700' MSL) and a High area (3000' - 4500' MSL). These areas have been coordinated with Dover AFB Approach Control and shall be used to the maximum extent possible by all local training flights.
2. All **minimum safe altitudes** shall comply with 14 CFR § 91.119
3. Minimum altitude for **simulated emergency landing** is 500' AGL. Minimum altitude for **simulated engine failure** is 400' AGL.
4. **Landing lights** will be turned on for takeoff and landing, anytime in the vicinity of an airport below 3000' AGL, and while conducting flight maneuvers in areas of high traffic or MVFR.
5. Simulated emergency landings are not authorized during solo flights.

## CROSS-COUNTRY

1. Should any **unforeseen event** occur during the flight that requires significant deviation from the flight plan or landing at an alternate airfield, the PIC will contact the Chief Instructor or Assistant Chief as soon as possible at the first point of landing.
2. If any **discrepancies** are noted enroute or at a planned or unplanned airport, contact DSU Flight Operations using the priority phone list below.
3. Only a Certified Aircraft Mechanic (A&P) is authorized to clear a discrepancy.

## LANDINGS

1. Solo Pilots shall not land at any field designated as **other than hard-surface** except in an emergency.
2. Solo landings may not be made at any airports with less than **3000 feet** of landing surface except in an emergency.

## RE-DISPATCH

In the event of any maintenance abnormality, contingency, deviation from original flight plan, or emergency, DSU Flight Operations must be contacted prior to resuming the flight. Contact your dispatching flight instructor, if appropriate, or one of the following numbers in priority sequence:

Chief Flight Instructor	(301) 639-3770
Assistant Chief Flt Inst.	(302) 242-0767
Chief of Maintenance	(302) 359-8103
Director of Aviation Programs	(571) 294-5705 / Office: (302) 857-6712

## POSTFLIGHT

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### SECURITY

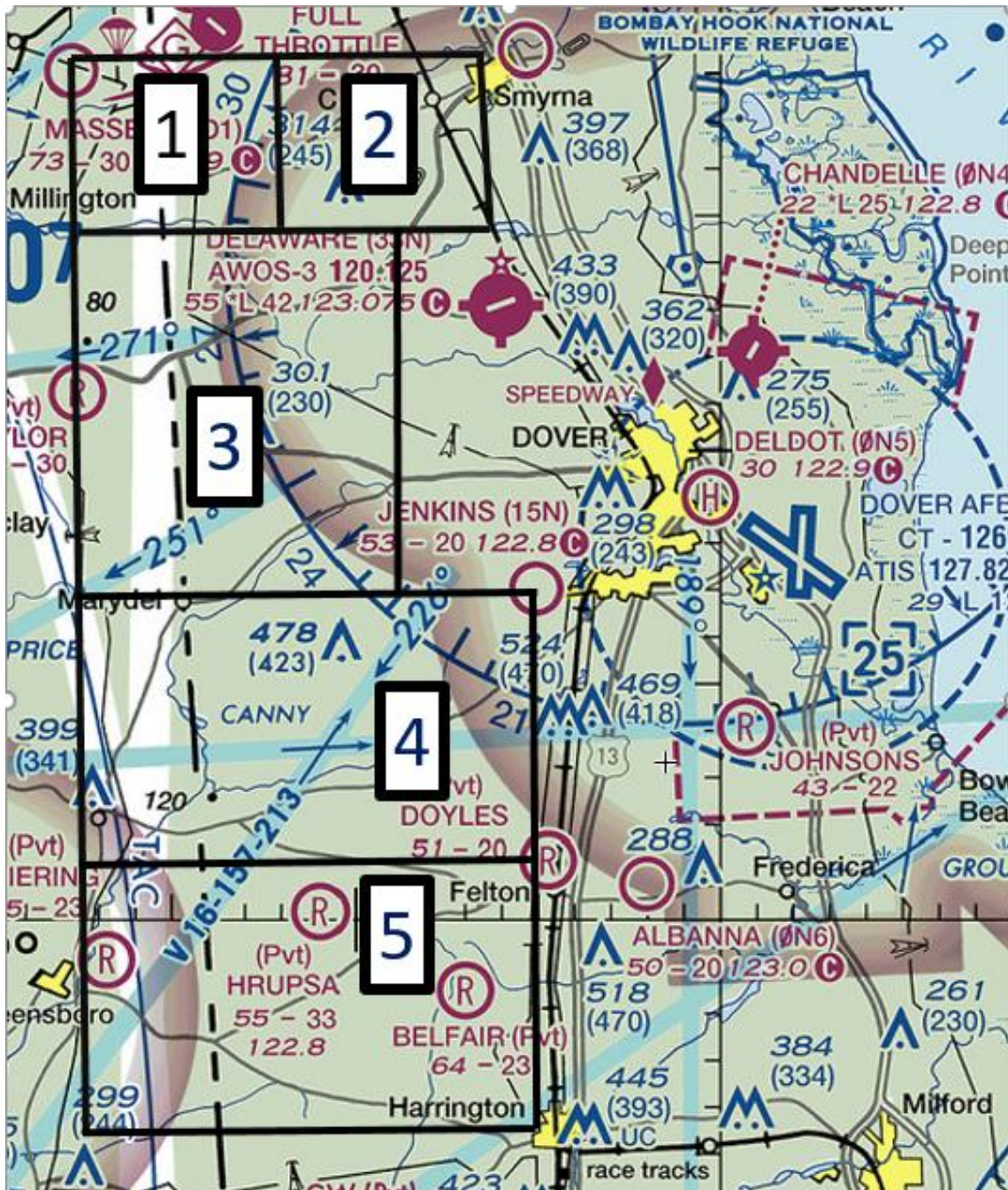
1. All aircraft parking on the ramp shall be in a tie-down spot and properly tied down at the end of each flight.
2. Pilots shall ensure that cowl plugs and pitot-cover are installed, controls restrained, ALL windows are closed and the doors locked before leaving the aircraft.

### CLOSEOUT

The Flight Instructor will close out each flight using the *SchedulePointe*© system promptly following the post-flight briefing for all Student Pilots and when dual instruction is given. The PIC will close out the flight using *SchedulePointe*© for all other non-dual flights.

## TRAINING AREAS FOR LOCAL TRAINING FLIGHTS

These procedures and policies are effective as of 09/01/2019



## C.APPENDIX

### APPROVED CROSS-COUNTRY AIRPORTS

<b>Airport / City / State</b>	<b>ICAO</b>	<b>Latitude (N)</b>	<b>Longitude (W)</b>	<b>FUEL</b>
Accomack County, Accomack VA*	KMFV	37° 38.48'	075° 45.39'	?
Akron Fulton Intl., Akron OH	KAKR	41° 02.15'	081° 28.00'	YES
Akron-Canton Regional, Akron OH	KCAK	40° 54.54'	081° 26.37'	YES
Allentown Queen City Muni, Allentown PA	KXLL	40° 34.13'	075° 29.17'	YES
Altoona-Blair County, Altoona PA	KAOO	40° 17.46'	078° 19.12'	YES
Atlantic City Intl., Atlantic City NJ	KACY	39° 27.27'	074° 34.37'	NO
Baltimore/Washington Intl Thurgood Marshall, Baltimore MD	KBWI	39° 10.32'	076° 40.08'	NO
Barnstable Muni-Boardman/Polando Field, Hyannis MA	KHYA	41° 40.09'	070° 16.49'	YES
Cambridge-Dorchester Regional, Cambridge MD	KCGE	38° 32.21'	076° 01.49'	YES
Cape May County, Wildwood NJ*	KWWD	39° 00.30'	074° 54.30'	NO
Capital City Airport, Harrisburg PA	KCXY	40° 13.01'	076° 51.04'	YES
Carroll Co Regional/Jack B Poage Field Westminster MD	KDMW	39° 36.29'	077° 00.27'	YES
Chesapeake Regional, Norfolk VA	KCPK	36° 39.56'	076° 19.14'	YES
Chester County G.O. Carlson, Coatesville PA	KMQS	39° 58.44'	075° 51.55'	NO
Claremont Airport, Elkton MD	58M	39° 34.27'	075° 52.11'	?
Coastal Carolina Regional, New Bern NC	KEWN	35° 04.22'	077° 02.34'	NO
Delaware Airpark, Dover DE*	33N	39° 13.07'	075° 36.01'	YES
Delaware Costal, Georgetown DE*	KGED	38° 41.15'	075° 21.33'	YES
Eastern WV Regional/Shepherd Field, Martinsburg WV	KMRB	39° 24.08'	077° 28.58'	YES
Easton/Newman Field, Easton MD*	KESN	38° 48.15'	076° 04.08'	YES
Elizabeth City CGAS/Regional Airport, Elizabeth City NC	KECG	36° 15.38'	076° 10.28'	YES
Essex County, Caldwell NJ	KCDW	40° 52.30'	074° 16.52'	YES
Fredrick Muni, Frederick MD*	KFDK	39° 25.03'	077° 22.27'	YES
Hammonton Muni, Hammonton NJ	N81	39° 40.02'	074° 45.27'	
Harrisburg Intl, Harrisburg PA*	KMDT	40° 11.35'	076° 45.45'	YES
Igor I Sikorsky Memorial, Bridgeport CT	KBDR	41° 09.48'	073° 07.34'	YES
Kinston Regional Jetport, Kinston NC	KISO	35° 19.53'	077° 36.31'	?
Lancaster Airport, Lancaster PA*	KLNS	40° 07.20'	076° 17.39'	YES
Lehigh Valley Intl., Allentown PA	KABE	40° 39.08'	075° 26.25'	YES
Long Island Mac Arthur, Islip NY	KISP	40° 47.46'	073° 06.02'	YES
Manassas Regional/Harry P. Davis Field, Washington DC	KHEF	38° 43.15'	077° 30.54'	YES
Manchester Airport, Manchester NH	KMHT	42° 55.58'	071° 26.08'	NO
Martha's Vineyard Airport, Vineyard Haven MA	KMVY	41° 23.36'	070° 36.49'	YES
Mid-Ohio Valley Regional, Parkersburg WV	KPKB	39° 20.41'	081° 26.21'	YES
Millville Muni, Millville NJ*	KMIV	39° 22.04'	075° 04.20'	YES

<b>Airport / City / State</b>	<b>ICAO</b>	<b>Latitude (N)</b>	<b>Longitude (W)</b>	<b>Fuel</b>
Monmouth Executive Belmar/Farmingdale NJ	KBLM	40° 11.12'	074° 07.28'	YES
Morristown Muni, Morristown NJ	KMMU	40° 47.57'	074° 24.53'	YES
Nantucket Memorial, Nantucket MA	KACK	41° 15.10'	070° 03.35'	YES
New Bedford Regional, New Bedford MA	KEWB	41° 40.35	070° 57.28'	YES
New Castle Airport, Wilmington DE	KILG	39° 40.43'	075° 36.23'	YES
New York Stewart Intl, New York NY	KSWF	41° 30.14	074° 06.17'	YES
Newport News/Williamsburg Intl, Newport News VA	KPHF	37° 07.54'	076° 29.34'	YES
Norfolk International, Norfolk VA	KORF	36° 53.40'	076° 12.04'	NO
North East Philadelphia, Philadelphia PA	KPNE	40° 04.55'	075° 00.38'	YES
Ocean City Muni, Ocean City MD*	KOXB	38° 18.37'	075° 07.26'	YES
Ocean City Muni, Ocean City NJ	26N	39° 15.48'	074° 36.26'	?
Ocean County Airport, Toms River NJ	KMJX	39° 55.33'	074° 17.43'	YES
Philadelphia Intl, Philadelphia PA	KPHL	39° 52.19'	075° 14.26'	YES
Raleigh County Memorial, Beckley WV	KBKW	37° 47.14'	081° 07.27'	?
Raleigh-Durham Intl, Raleigh/Durham NC	KRDU	35° 52.39'	078° 47.14'	YES
Reading Regional/Carl A Spaatz Field, Reading PA	KRDG	40° 22.42'	075° 57.54'	YES
Republic Airport, Farmingdale NY	KFRG	40° 43.43'	073° 24.48'	YES
Richmond Intl, Richmond VA	KRIC	37° 30.18'	077° 19.11'	YES
Ridgely Airpark, Ridgely MD	KRJD	38° 58.12'	075° 51.58'	YES
Salisbury-Ocean City Wicomico Regional, Salisbury MD*	KSBY	38° 20.24'	075° 30.34'	?
Shannon Airport, Fredericksburg VA	KEZF	38° 15.58'	077° 26.57'	YES
South Jersey Regional, Mount Holly NJ	KVAY	39° 56.34'	074° 50.44'	YES
Summit Airport, Middletown DE*	KEVY	39° 31.15'	075° 43.25'	YES
Teterboro Airport, Teterboro NJ	KTEB	40° 51.00'	074° 03.39'	YES
Trenton Mercer, Trenton NJ	KTTN	40° 16.36'	074° 48.48'	YES
Washington Dulles Intl, Washington DC	KIAD	38° 56.50'	077° 27.35'	YES
Wilkes-Barre Wyoming Valley, Wilkes-Barre PA	KWBW	41° 17.50'	075° 51.08'	?
Wilkes-Barre/Scranton Intl, Scranton PA	KAVP	41° 20.18	075° 43.24'	YES
Williamsport Regional, Williamsport PA	KIPT	41° 14.30'	076° 55.18'	YES
Winchester Regional, Winchester VA	KOKV	39° 08.36'	078° 08.40'	YES
Woodbine Muni, Woodbine NJ	KOBI	39° 13.08'	074° 47.41'	YES
Yeager Airport, Charleston WV	KCRW	38° 22.33'	081° 35.34'	YES
York Airport, York PA*	KTHV	39° 55.01'	076° 52.22'	?
Youngstown-Warren Regional, Youngstown OH	KYNG	41° 15.41'	080° 40.49'	?

Airports marked with an (\*) are normally used for Private Pilot Training

Fuel Availability MUST be confirmed prior to departure. This list is current as of 5/1/2020

ANY pilot utilizing Signature Flight Services at ANY destination does so at his/her own EXPENCE  
ANY fuel purchase for more than the price per gallon at 33N must have the prior approval of the Chief,  
Asst. Chief Instructor, Chief of Maintenance or Director of Aviation Programs  
CHECK THE FCIF PRIOR TO DEPARTURE

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