



Flight Information File 2008-04

SUBJECT: Change in policies regarding whom may pilot and fly on WMU aircraft

DATE: June 12, 2008

We have recently reviewed our policies regarding whom may fly WMU aircraft and whom may ride along as passengers on WMU aircraft. This revised policy spells out the approval process if there are exceptions to the norm. Please update your copy of the FOM with the following:

WMU61.49 Piloting University Aircraft

- A. The following people are permitted to pilot university aircraft under the protocols of this manual:
 1. Students regularly enrolled in flight instruction courses under the WMU flight program,
 2. Pilots and flight instructors employed by WMU, and
 3. Pilot examiners or contract pilots who are acting on approved flights.
- B. Exceptions to the above may be made by the DEAN, Director of Operations, Chief Flight Instructor or his/her assistant for special circumstances. The circumstances will be documented in writing by the Dean, Director of Operations, Chief Flight Instructor or his/her assistant.

WMU 61.53 Team Riders and Passengers on Training Flights

- A. Students enrolled in University flight courses are encouraged to ride along as observers during dual instructional flights.
- B. Many flights require team riders as safety pilots for instrument flight. As a minimum, these team riders must hold a private pilot certificate, be currently participating in a flight course, and qualified in the type of airplane and operation planned. When practical, the team rider should be in a course at least equivalent to the pilot. The authorizing instructor must specifically approve each occasion of team riding.
- C. All solo flight lessons that are not designated in the TCO as PIC or Team Rider must be flown solo by the student.

WMU 61.55 Passengers / Guests of the University

- A. Individuals not enrolled in a flight course may ride along as observers or passengers on flights provided the activity is authorized in writing by the Dean, Director of Operations, Chief Flight Instructor or his/her assistant.
- B. Guests of the University may participate in discovery flights and/or demonstration flights as long as that activity is under the direct supervision of a pilot qualified under the provisions of WMU61.49(A)(2) and the activity is approved in writing by the Dean, Director of Operations, Chief Flight Instructor or his/her assistant.
- C. Any passenger or guest of the university participating in activities compliant with "A" or "B" above must sign an AGREEMENT, CONSENT, WAIVER AND LIABILITY RELEASE form and that form must remain at Dispatch during the activity/flight.