

SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

Charter Air Carriers Hiring Procedures/Guidelines

POLICY STATEMENTS:

1. Safety of the passengers and crew will at all times be the primary concern whenever chartering aircraft for work on behalf of SSTA.
2. Only approved carriers will be requested to provide charter air services for SSTA employees, agents, consultants or sub-consultants and students.
3. Approved charter air service companies must comply with all SSTA safety standards and other national (Canada & USA) air transportation standards as may be in effect from time to time.

Definitions:

Wherever the word SSTA appears in this text, it is intended to represent all of the following:

- School Boards/Divisions which are members of SSTA
- Any Parent and Teacher Association (PTA)
- Any club or Association from a school member of the SSTA

Guidelines:

1. All requests for the use of working aircraft are to be submitted for approval to at least 5 days prior to the flight.
2. In instances where emergencies occur and this prior approval is not possible, the persons requesting the charter services must obtain a verbal approval from ?? and are required to complete the necessary documentation within 3 days after the flight.
3. Requests for charter air services are to be submitted using the Charter Aircraft Request form, appendix #1.
4. Actual flight arrangements with the selected Charter Air Service are to be made by the person requesting the charter, such personnel must be familiar and have a copy of this policy for their guidance.
5. All charter air services must be pre-approved by Person X with notification to Person Y.

Responsibilities:

1. Person X will approve all charter air services.
2. The person requesting the charter air services will advise Person Y or DESIGNATE by sending the request form for processing and approval by Person X.
3. The person requesting the charter air services is responsible to ensure that all Charter Air Services are arranged with approved providers.
4. Person Y or DESIGNATE will on a quarterly basis advise the Director of Insurance, SSTA of all charter flights and maintain appropriate records.

PROCEDURES FOR SELECTING & APPROVING CHARTER AIR CARRIERS

1. All Charter Air Carriers must provide SSTA with evidence that they have the proper operating approval(s) as issued by the appropriate Civil Aviation Authority.
2. Charter Air Carriers need to be able to provide fixed wing and/or helicopter services.
3. Charter Air Carriers **MUST** have an accident free operating record over the previous 12 months, in the area for which the flight is being chartered, AND for the type of service being chartered.
4. Charter Air Carriers **MUST** provide SSTA with evidence of satisfactory insurance as follows:
 - The Charter Air Carrier will maintain Aircraft Liability Insurance covering all aircraft, owned or non-owned, operated or licensed by the charter air carrier used to provide services for SSTA with an inclusive Bodily Injury, Death and Property Damage Limit of \$10 million (\$10,000,000) per occurrence. In addition, the air carrier will name SSTA as Additional Insureds under this policy.
 - For aircraft with 5 or less passenger seats, the minimum Insurance is \$10 million (\$10,000,000) Combined Single Limit Bodily Injury (Including Passenger Bodily Injury) and Property Damage, each occurrence.
 - ♦ Comprehensive General Liability Insurance with an inclusive Bodily Injury, Death and Property Damage Limit of \$2 million (\$2,000,000) and, without restricting the generality of the provision of this paragraph, such coverage shall include, but not be limited to Employer's Liability, Employer's Contingent Liability, Contractual Liability, Contractor's Protective Liability, Products and Completed Operations Liability.
 - For aircraft with 5 or more passenger seats, the minimum Insurance is \$2 million (\$2,000,000) Combined Single Limit Bodily Injury (Including Passenger Bodily Injury) and Property Damage, for each passenger seat on-board the aircraft, each occurrence.
 - ♦ Comprehensive General Liability Insurance with an inclusive Bodily Injury, Death and a Property Damage Limit of \$2 million (\$2,000,000), and, without restricting the generality of the provisions of this paragraph, such coverage shall include, but not be limited to Employer's Liability, Employer's Contingent Liability, Contractual Liability, Contractor's Protective Liability, Products and Completed Operations Liability.

All such insurance referenced above, shall be purchased from insurers acceptable to SSTA and shall be maintained in full force and effect during the effective period of this agreement.

- ♦ Charter Air Carrier will provide written evidence of insurance coverage in accordance with the above requirements.
- ♦ All such insurance will include a Cross Liability Clause and a Waiver of Subrogation in favour of SSTA.
- ♦ Charter Air Carrier to provide SSTA with 30 days Notice of Cancellation and/or material change in coverage of such insurance.
- ♦ Charter Air Carrier shall indemnify and hold harmless SSTA, its agents, servants and employees from and against any and all loss, damage, claim or liability (including legal fees) which may be sustained or brought against SSTA in relation to Charter Air Carriers services.

GENERAL GUIDELINES FOR REQUESTING CHARTER AIR CARRIERS

Aircraft Requirements

Only MULTI-ENGINE aircraft are to be selected for all fixed wing charter flights carrying SSTA employees, agents, consultants, sub-consultants or students.

TWO PILOTS are required for all charter flights.

Helicopter Requirements

Helicopter normally utilized by SSTA will be turbine powered.

SSTA reserves the right to accept to reject any helicopter intended to carry SSTA employees, agents, consultants or sub-consultants.

Newer generation piston powered helicopters may be considered for use by SSTA, however, approval will be contingent upon the actual type of helicopter proposed for use combined with the operating experience of the Charter Air Carrier.

All helicopters operated under Instrument Flight Rules (IFR) and/or more than five (5) nautical miles from land must have at all times at least two engines and two qualified pilots.

GENERAL GUIDELINES FOR APPROVED CHARTER AIR CARRIERS

SSTA reserves the right to accept or reject any pilot intended to be used by the Charter Air Carrier. The PILOT-IN-COMMAND as well as the SECOND-IN-COMMAND (CO-PILOT) for an SSTA chartered aircraft, including helicopter pilots, shall be Incident, Accident and Violation free for the past 36 month period; OR been granted a waiver in writing by SSTA, to fly for SSTA.

APPROVED AIR CHARTER CARRIERS AGREE TO ADHERE AT ALL TIMES WHILE CHARTERED BY SSTA TO THE FOLLOWING GUIDELINES:

AIR CHARTER CARRIERS MUST provide the requested services directly. The assignment of charters to any other party, in whole or in part, is STRICTLY PROHIBITED.

There will be a no smoking policy on the aircraft for all chartered flights.

The Pilot-In-Command is required to conduct a thorough passenger briefing, proper to each flight, as required by the appropriate Civil Aviation Authority.

Pre-Flight Briefings:

A passenger briefing as required by the appropriate Civil Aviation Authority be given prior to any flight (except a stop-over with no new passengers boarded). It will include, but is not limited to the following:

- A general description of the aircraft
- For helicopters, the dangers of turning main and tail rotors
- For fixed wing aircraft, the dangers of jet engines or turning propellers
- Procedures for entering and exiting the aircraft
- Use of seat-belt, for landing and take-off, turbulence etc. (recommended continuous use of seat-belt for landing and take-off, turbulence etc. and continuous use in flight)
- Explanation of passenger briefing cards (one where each passenger is seated) with information regarding emergency equipment and exit locations.
- Means of communication between crew and passengers.

The Charter Air Carrier will ensure that appropriate survival gear for the climate and/or geography being overflown and which maybe reasonably anticipated in the prevailing circumstances.

Aircraft and pilot must meet requirements of MOT or US equivalent agency, for a commercial operation.

A minimum crew of one Pilot-In-Command and one Second-In-Command is required.

All aircraft being chartered must be equipped and instrumented for IFR flight.

All maintenance personnel assigned to the chartered aircraft must possess a current government issued AME.

Charter Air Carriers must be accessible to an audit for the purpose of ensuring a safe and professional operation. All Multi-Engine aircraft shall be equipped to full Instrument Flight Rules (IFR) Standards.

For fixed wing aircraft, the **PILOT-IN-COMMAND** must meet the following criteria:

(a) Mutli-Engine Piston Aircraft

- Valid Commercial Pilot License.
- Valid Instrument Rating, if flight conducted IFR
- 1,500 hours total time, with 500 hours Pilot-In-Command (PIC)
- 500 hours Multi-Engine, and valid Pilot Proficiency Check on aircraft type
- 50 hours Pilot-In-Command on aircraft make and type
- 50 hours Pilot-In-Command in the previous 90 days

(b) Turbo-Prop Aircraft – Not Pressurized

- Valid Air Line Transport Pilot License, or equivalent as issued by the appropriate Civil Aviation Authority
- 2,500 hours total time, with 1,000 hours Pilot-In-Command
- 1,000 hours Multi-Engine and valid Pilot Proficiency Check on aircraft type
- 50 hours Pilot-In-Command on aircraft make and type
- 50 hours Pilot-In-Command in the previous 90 day

(c) Turbo-Prop Aircraft – Pressurized

- Valid Air Line Transport Pilot License, or equivalent as issued by the appropriate Civil Aviation Authority
- 3,500 hours total time, with 2,000 hours Pilot-In-Command
- 2,000 hours Multi-Engine and valid Pilot Proficiency Check on aircraft type
- 100 hours Pilot-In-Command on aircraft make and type

- 50 hours Pilot-In-Command in the previous 90 days

(d) Turbo-Jet Aircraft

- Valid Air Line Transport Pilot License, or equivalent as issued by the appropriate Civil Aviation Authority.
- 5,000 hours total time, with 3,000 hours Pilot-In-Command
- 3,000 hours Multi-Engine and valid Pilot Proficiency Check on aircraft type
- 100 hours Pilot-In-Command on aircraft make and type
- 50 hours Pilot-In-Command in the previous 90 days.

The **SECOND-IN-COMMAND (CO-PILOT)** must meet the following criteria:

(a) Multi-Engine Piston Aircraft

- Valid Commercial License with an Instrument Rating
- 300 hours total time, with 150 hours Pilot-In-Command
- 100 hours Multi-Engine and valid Pilot Proficiency Check on type
- 50 hours in the previous 90 days and 10 hours on type

(b) Turbo-Prop Aircraft

- Valid Commercial Pilot License with valid Instrument Rating
- 500 hours total time, with 250 hours Pilot-In-Command
- 250 hours Multi-Engine
- Valid Pilot Proficiency Check on aircraft type
- 50 hours in the previous 90 days

(c) Turbo-Jet Aircraft

- Valid Air Line Transport Pilot License, or equivalent as issued by the appropriate Civil Aviation Authority
- 1,500 hours total time, with 750 hours Pilot-In-Command
- 750 hours Multi-Engine
- Valid Pilot Proficiency Check on aircraft type
- 50 hours in the previous 90 days

All Multi-Engine aircraft shall be flown at a take-off weight that will allow, in the event of an engine failure at or greater than critical engine failure speed (V1) on take-off, to:

- VFR – Climb to an altitude 1,000 feet above the airport and return for a landing

- IFR – Climb to the procedure turn altitude or the published sector altitude for the instrument approach in use, carry out the full approach and land at the departure airport, OR climb to the minimum enroute altitude and proceed to a take-off alternate airport within one (1) hour of departure.

Allowing for expected meteorological conditions, and taking into account normal fuel and oil consumption, all Multi-Engine aircraft shall depart at a take-off weight that will permit continued flight with one engine nonoperative AT OR ABOVE the following:

- VFR – An altitude of at least 1,000 feet above the highest terrain within 3 miles of each side of the intended track
- IFR – The minimum obstruction clearance altitude (MOCA)

If the aircraft will be operated in known, forecast, or reasonably anticipated icing conditions, it must be equipped with approved and functioning systems for the prevention or removal of ice accumulation from the wings, tail surfaces, power plants, propellers, and windshield of the aircraft.

When on charter to SSTA piston powered aircraft shall NOT be operated whenever the outside ambient air temperature is colder than –40 degrees Celsius.

HELICOPTER LANDING PROCEDURES

One of the many flying hazards faced by helicopter pilots is the risk of rotor blade contact with obstructions (both main rotor and tail rotor). Therefore, to help eliminate these risks, SSTA requires the following flying procedures at all locations for arrivals, landings, and departures:

- (a) Helicopter landings SHALL BE completed away from obstructions, with a blade tip clearance AT LEAST fifty-percent (50%) for the main rotor diameter. This distance may be reduced to thirty-three percent (33%) of the main rotor diameter provided the following conditions are met:
 - The reduction distance must occur in the pilots DIRECT field of vision (i.e. immediately in front of the helicopter, OR to the side of the helicopter adjacent to the pilot).
 - Any reduction in one direction shall be compensated by an equal increase to the opposite direction (i.e. a 20% reduction on the right side of the helicopter requires a 20% increase on the left side of the helicopter).
 - Prior to landing in any reduced dimension heli-pad, the pilot shall have previously measured the distance in order to positively ascertain that sufficient blade clearance exists (i.e. airborne approvals, followed by the first time landings, are not permitted).
 - The actual land area must be a well defined and/or a properly marked location (i.e. painted skid position indicator, wooden pad, or properly placed/secured logs).
- (b) For any helicopter landing area surrounded by obstructions, the actual helicopter landing area (heli-pad clearing) shall be at least twice the overall length of the helicopter with the rotors turning.
- (c) The helicopter landing zone (actual touchdown area) shall have a maximum slope of five (5) degrees, shall be firm, free of debris, and at least twice the width of the helicopter skid gear.
- (d) In unfamiliar areas, the helicopter pilot SHALL complete a thorough and detailed reconnaissance flight of the landing area PRIOR to commencing the landing approach. The recce flight shall be conducted in order to positively identify the locations of ALL of the obstructions surrounding the landing area.
- (e) For all helicopter flights conducted for SSTA the weather minimums shall be at all times be in compliance with the Aviation Regulations published by the appropriate Civil Aviation Authority.

In addition, it is strictly prohibited to approach an SSTA landing area in poor weather conditions whereby ANY portion of an obstruction is obscured by weather in any way.

Helicopter – Aircrew Qualifications

The helicopter pilot must meet the following criteria:

Pilot-In-Command - Single Engine Helicopters

- Valid Commercial Pilot License, with proper type endorsement
- 1,000 hours helicopter time, with 750 hours Pilot-In-Command
- 500 hours on turbine powered helicopters, if flying a turbine powered helicopter
- 50 hours on helicopter make or category (this may be reduced to 10 hours if the pilot has 250 hours on an equivalent type acceptable to SSTA).
- Within the previous 90 days, either 50 hours Pilot-In-Command OR annual recurrent training and Pilot Proficiency Check, as required by the appropriate Civil Aviation Authority.

Pilot-In-Command - Twin Engine Helicopters

- For VFR flight, a valid Commercial Pilot License with proper type endorsement.
- For IFR flight, a valid Air Line Transport Pilot Helicopter License, or equivalent as issued by the appropriate Civil Aviation Authority, with proper helicopter type endorsement and a valid instrument rating
- 3,000 hours helicopter time, with 2,000 hours Pilot-In-Command
- 50 hours on helicopter make or type (this may be reduced to 10 hours if the pilot has 500 hours on an equivalent type acceptable to SSTA).
- Within the previous 90 days, either 50 hours Pilot-In-Command OR annual recurrent training and Pilot Proficiency Check, as required by the appropriate Civil Aviation Authority.

Second-In-Command - Twin Engine Helicopters

- Valid Commercial Pilot License, with proper type endorsement
- Valid Instrument Rating (if applicable for operation)
- 1,500 hours helicopter time, with 1,000 hours Pilot-In-Command
- 50 hours on helicopter make or type (this may be reduced to 10 hours if the pilot has 250 hours on an equivalent type acceptable to SSTA).
- Within the previous 90 days, either 50 hours helicopter time OR annual recurrent training and Pilot Proficiency Check, as required by the appropriate Civil Aviation Authority.

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Charter Air Services Authorization Form

Requested by (Name):	Department/or Contractor Service Company:
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Purpose of Travel:

Charge out Account Code:	Estimated Cost: \$
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Supervisor Approval:	Date:
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Charter Air Service Company (Name, Address, contact person, phone no.):

Flight Departure	Flight Termination
Time:	Time:
Date:	Date:
Place:	Place: