

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

79.03,

The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the procedure for approval of the use of privately-owned or leased aircraft by TTUHSC employees in connection with official travel and for the use of commercial or charter aircraft for all faculty and staff traveling on official university business or activities.

and

- The aircraft must be owned by and registered in the name of the TTUHSC employee or leased by the employee under a contract with a term of at least one month that gives the employee possession and use of the aircraft while the lessor retains ownership of the aircraft.
- b. Employees desiring to use a privately-owned or leased aircraft for the conduct of official TTUHSC travel must obtain initial approval from the TTUHSC president. The employee must provide proof of the following by submitting "Attachment A" to the President's Office:
- Current pilot certifications and ratings appropriate to the type aircraft to be flown;
  - Current flight review;
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shall provide the university with the following information:

- Type of certificate;
  - Certificate number;
  - Date the certificate was issued;
  - Expiration date for the certificate;
  - Type and registration number of aircraft authorized;
  - Name of Federal Aviation Administration Flight Standards Office having jurisdiction over certificate holder; and
  - Schedule of insurance coverage in effect, showing insurance companies, policy numbers, type, amounts, period of coverage and special conditions, exceptions and limitations.
- d. Aircraft made available to TTUHSC by other than commercial operations must, as a minimum, qualify under all regulations regarding aircraft and crew outlined in 14 C.F.R., Chapter 1, Subchapter G, Part 91, and conform to the insurance provisions set forth in § 07.11.5 Regents Rules and as stated below in § (e) below. In addition, all aircraft used pursuant to this provision to transport students, must, at a minimum, contain a multi-turbo prop engine or jet engine and be piloted by two pilots, fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating.
- e. Aircraft owners/operators must furnish a certificate of insurance to the university as proof of \$300,000 coverage per passenger, or the minimum amount required by law, whichever is greater.
- f. All flights involving leased or chartered aircraft, or aircraft made available to TTUHSC must be approved in advance by the chancellor or designee. All flights involving student travel, other than travel on commercial air carriers, must be approved in advance by the chancellor or designee. The university department arranging this type of travel must contact the Purchasing Department to ensure that contracts and other appropriate documents are reviewed prior to approval by the chancellor or his or her designee. It is recommended that Purchasing be contacted at least 5 days prior to travel to ensure that time is allowed for contract routing and approvals. After approval an electronic purchase order must be submitted prior to travel dates.