



Application to Use Aircraft on UC Business

INSTRUCTIONS

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

DEPARTMENT

Date of Application: _____ Department: _____ Fax: _____
Dept. Contact: _____ Email: _____ Ph: _____

EMPLOYEE PILOT INFORMATION

Name of Employee Pilot: _____ Email: _____ Ph: _____

QUALIFICATIONS (check if yes):

ATTACHMENTS (check if yes):

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

TRIP INFORMATION

Date(s) of Trip: _____ # of Passengers - UC Employees: _____ Students: _____ Other Invitees: _____

Trip Itinerary _____

Reason for Trip: _____

AIRCRAFT INFORMATION

Owner: _____ Address: _____ Ph: _____

Aircraft Year: _____ Make: _____ Model: _____ Lic. No: _____

AIRCRAFT INSURANCE

Broker or Agent's Name: _____ Ph: _____

Name of Owner's Aircraft Liability Insurance Carrier: _____

Policy Effective Date: _____ Policy Expiration Date: _____ Policy #: _____

Aircraft Liability Insurance Limits: _____ Certificate of Insurance Attached: Yes No

CAMPUS REVIEW & APPROVAL

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

Department Chair: _____ Date: _____ Ph: _____

Risk Manager: _____ Date: _____ Ph: _____

Vice Chancellor, Admin. Servs.: _____ Date: _____ Ph: _____

Chancellor: _____ Date: _____ Ph: _____

UNIVERSITY REQUIREMENTS TO USE AN AIRCRAFT ON OFFICIAL UC BUSINESS

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

1. Use of non-owned aircraft (not owned by the University) must be approved by the Chancellor.
2. The employee pilot must provide evidence of aviation liability insurance with a minimum combined single limit of \$1 million per occurrence (bodily injury, property damage, passenger liability). A certificate of insurance, naming The Regents as additional insured, must be provided.
3. The pilot must have a current private license and a minimum of 10 hours of flying time as a pilot in command in the same make and model of aircraft in the preceding 90 days
4. A current pilot history form and certificate of insurance must be on file at the Office of Risk Management, Office of the President.
5. To carry passengers, the employee pilot must either have logged 500 hours of actual flight time as a licensed private pilot in command of an aircraft, or possess a valid commercial (or higher type) pilot license issued by the FAA.
6. Provide proof of coverage for loss of or physical damage to the aircraft.