

# United Flight Services

## Rules and Procedures

Welcome to United Flight Services! We're pleased that you have chosen to do your flight training and/or rental flying with us and wish to do as much as possible to keep you safe and flying. Following are the Rules and Procedures required to be followed by all of our customers. These Rules and Procedures represent the minimum operating requirements for SAFE flying and scheduling and may be revised as needed. Customers will be provided with a copy of the updated Rules and Procedures as they are revised and continuing to reserve UFS aircraft indicates renter's agreement with the revised document.

As a UFS customer, the renter is responsible for UFS aircraft in the renter's control and for complying with all of these Rules and Procedures. Your training and/or rental privileges may be terminated for not complying with all of the following.

For the purpose of this agreement, United Flight Services and our parent company Monterey Bay Aviation, Inc., will be referred to collectively as UFS.

### All customers must provide and keep updated the following:

- **Proof of Citizenship**: either a valid US Passport, or current Driver's License and Birth Certificate.
- **International Flight Students**: TSA approval must be provided to begin flight training. A single introductory lesson may be taken prior to TSA approval.
- **Pilot Credentials**: if customer has a pilot license (either Student or Private) and a Medical Certificate, images must be added to their profile and expiration dates kept up to date.
- **Flight Review**: licensed pilots must keep their profile updated with the date of their most recent BFR and cannot fly past its expiration.

### All customers agree to:

- **Comply with all FAA Regulations**, Ordinances of the Watsonville Airport, and all regulations and ordinances of any airport the customer flies to.
- **Operate Safely and Courteously** in accordance with the manufacturer's Operating Handbook, and all displayed placards.
- **Inspect and Make a Detailed Preflight Check** of the aircraft before take-offs as prescribed by the manufacturer and the FAA. After preflight, the renter is responsible for making a "go/no go" decision as the pilot in command and must take off only if the aircraft is in airworthy condition for the flight.
- **Always Use Checklists and Good Judgment when** operating one of our aircraft. If customer's actions, or lack thereof, cost another renter their lesson or flight time, you may be responsible for their rental.
- **Report Any Accident or Incident**, or any violation or citation by the FAA immediately to UFS management.
- **Control the Aircraft**: UFS aircraft is to remain in customer's control at all times, and may never be operated by any person other than customer with or without a Flight Instructor who is a current UFS employee.
- **Not Accept Compensation**: UFS aircraft are not authorized to be used by customer for any commercial use, compensation or hire by a third party (ie: Our aircraft are not to be used for anything that resembles a charter flight).
- **Fly in Daylight Conditions Only** unless UFS has approved the renter for night flight. The renter must be current for night flight in accordance with FAA regulations and must obtain special permission from the UFS management in order to conduct a night flight.

- **Abandoned Aircraft**: notify UFS immediately in the event an aircraft is abandoned because of weather, or other causes. The renter shall pay all expenses incurred returning the aircraft to WVI.

### ***Be Checked Out***

- **In Each Model of Aircraft to be Operated** as pilot in command. This checkout to be performed by a Flight Instructor who is a current UFS employee.
- **For Mountain Operations** before operating over mountainous terrain, or to airports exceeding 3500' MSL field elevation. Customer must receive instruction in mountain flying techniques and demonstrate skill to the satisfaction of an UFS Flight Instructor. Previous logged experience in mountain flying may be substituted at the discretion of the UFS Flight Instructor or UFS management.
- **Have Logged Flight Time Within the Past 90 Days** in the UFS aircraft being reserved as Pilot in Command before operating that aircraft. Any renter not meeting this currency requirement must demonstrate flight proficiency to the satisfaction of a UFS Flight Instructor prior to their scheduled rental.

### ***Flight Operations***

- **File a Flight Plan** with UFS when scheduling any cross-country flight. In addition, any flight in excess of 24 hours requires a complete flight itinerary be left with UFS.
- **Minimum Fuel Limit Policy** - The renter agrees to comply with the UFS minimum fuel policy. No person may take an aircraft for flight unless the aircraft has sufficient fuel for the flight (+alternate if IFR) and AT LEAST ONE HOUR reserve and complies with all legal requirements. For student pilot solo flights, the tanks must be filled to their maximum (W&B permitting) and the student pilot must comply with the ONE HOUR minimum policy. If this is not possible, additional fuel should be purchased at other airports. Any fuel purchases will be reimbursed in accordance with UFS policy. All pilots are encouraged to plan conservatively and anticipate headwinds, delays and possible diversions. If you leave an aircraft with less than an ONE HOUR of fuel in the tanks, your booking privileges may be revoked. UFS may do random checks to ensure this minimum limit is being adhered to.
- **Operate Only on Paved Runways**: UFS aircraft may not be operated on dirt, gravel or grass runways without specific permission for each occurrence.
- **Do Not Land at an Unpublished or Prohibited Landing Site**: No exceptions will be made.
- **Fly Within Flight elevation within FAA requirements**
- **Aircraft Geographical Restrictions** – Geographical restrictions for each of our aircraft are outlined below. Planes must be flown within the defined areas only\*.
  - Mooney M20C N6814N – California and adjacent states only
  - 182 N735U – 48 US contingent states
  - 172 N396TA – California and Nevada only
  - 172 N5347H – California and Nevada only
  - 152 N49931– California and Nevada only

\* Flying to Mexico, Canada, and Alaska is specifically prohibited in all aircraft.

### ***Be Courteous***

- **Return Aircraft Clean**: and in an orderly condition with seat belts fastened, properly positioned and secured in the correct location or tie down, with control locks installed and garbage removed.
- **Turn the Master Switch Off**: when returning an aircraft - failure to do so will result in a \$100.00 fee.
- **Return UFS Aircraft Promptly**: at the end of the period scheduled, unless permission to extend has been granted by UFS management.

### ***Taking Passengers Along***

- **Passengers Must Provide** a signed Liability Release prior to flight.
- **Passengers May Not Operate the Aircraft** unless they are also a current renter/customer of UFS and a fully-licensed pilot with a current medical and BFR.
- **Do Not Carry Passengers Who Are Under the Influence** of alcohol or drugs. The renter agrees to ensure that no drinking or drug use takes place prior to or during the flight. If any passenger appears to be under the influence of alcohol or drugs at any time during the itinerary, it is the renter's responsibility to deny them access to UFS aircraft.
- **Do Not Carry Pets** unless approved in advance by UFS management.

### ***Fly Sober***

- **Do Not Operate Any UFS Aircraft While Under the Influence** of alcohol or drugs of any kind.
- **Do Not Carry Passengers Who Are Under the Influence** of alcohol or drugs. The renter agrees to ensure that no drinking or drug use takes place prior to or during the flight. If any passenger appears to be under the influence of alcohol or drugs at any time during the itinerary, it is the renter's responsibility to deny them access to UFS aircraft.
- **No Smoking** in UFS aircraft is permitted.

### ***Flight Lessons***

- **Flight Instruction** is permitted in UFS aircraft only by a Flight Instructor who is currently employed by UFS.

### ***Reservations***

- **Cancel Reservations** a minimum of 12 hours prior to scheduled rental or lesson. NO SHOWS will be granted a 30-minute grace period, and then the aircraft will be released.
- **Late Cancellations May be Charged** one hour of aircraft and instructor time per incident.

### ***Maintenance & Damage***

- **Aircraft Damage Must Be Reported Immediately** and customer is responsible for all costs not covered by insurance, including any coverage limits, in the event of damage to the aircraft. Renter agrees that he/she is the responsible party for the aircraft and any damage done to the aircraft while under his or her control, even when a UFS flight instructor is on board the aircraft. Customers are encouraged to consider a Renter's Insurance policy.
- **Damage Must Be Reported Prior to Moving Aircraft**. Damage reported or discovered following the renter's flight will be deemed the responsibility of renter.
- **Report All Squawks**: any deficiencies or problems noted during flight must be reported as soon as possible.
- **Notify UFS Immediately of Any Maintenance Issues While Away From Home Base**. Customer *must* obtain authorization from UFS management before requesting maintenance on any UFS aircraft. To ensure reimbursement, renters should contact UFS for instructions and authorization concerning any mechanical problems that may occur away from WVI.

### ***Financial Things***

- **Multi-day Rental**: will be charged a minimum 3 hours of Hobbs time for each 24-hour period the plane is rented.

- **Pay All Rental Charges** at the end of each flight. Extended trips will require a deposit of a sum greater than or equal to half of the estimated total estimated aircraft rental prior to departure with the balance due upon return.
- **Provide Fuel Receipts** to UFS for off-site fuel purchased on cross-country or multi-day flights. Off-site fuel purchases will be credited at current WVI fuel cost. UFS does not reimburse for fuel without receipts or proof of purchase.
- **Pay Fuel Truck Service Charges** if a fuel truck is called to fill the aircraft, either prior to departure from WVI or at another destination. Renter is responsible for all fuel truck service charges.
- **Pay All Parking and Landing Fees:** customer is solely responsible for landing and parking fees.
- **Block Time Must be Used Within 12 Months of Purchase** or the entire amount becomes non-refundable.
- **Block Time Refunds** will incur a 20% administrative fee on all returned block time balances.
- **Returned Check Charge** of \$25.00 will be collected for each returned check.
- **Outstanding Invoices** for more than 30 days will incur an 18% annual service charge.
- **IMPORTANT:** Negligent, abusive, careless, or risky operations specifically include but are not limited to the following, unless caused by a mechanical failure: - propeller strikes, wheel barrowing, nosing over - running off the runway and/or ground loops - burst or flat-spotted tires due to misuse of brakes and any consequent damage - fuel starvation - exceeding an aircraft limitation - flying over water beyond gliding distance from the shore - flying in weather conditions beyond the limitations in pilot's logbook/certificate - exceeding the airplane limitations - operating the powerplant contrary to guidance listed above - over-priming or flooding which results in an engine fire during start - contravening the safety of flight provisions of this agreement.
- **If aircraft damage results from any negligent, abusive, careless, or risky operations, including those listed above, the renter will be responsible for ALL costs of the damages.**

*Initial* \_\_\_\_\_

By signing below, I certify that I have read and agreed to follow the above stated rules and procedures.

Print Full Name \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

Status:  Student Pilot  Pilot  Instrument  Commercial

By signing below, I certify that I have read and agreed to follow the above stated rules and procedures.

Print Full Name \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

United Flight Services

Approved rep. \_\_\_\_\_ Date \_\_\_\_\_