

Oklahoma State University Policy and Procedures

EMPLOYEE TRAVEL	1-0134 GENERAL UNIVERSITY April 2018
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POLICY

1.01 Purpose

- A. To provide a framework for safe and efficient travel by University employees on official University business.
- B. To assign responsibility and accountability for enforcement.

2.01 Applicability

This policy is applicable for all travel by University employees, including student employees, on official University business. Where students engaged in University-sponsored activities are involved, see Policy 1-0402 for Team Travel requirements.

3.01 Responsibility for Administration

The Vice President for Administration and Finance (VPAF) shall be responsible for overall administration of this policy and may assign a member of his/her staff to be responsible for compliance, oversight and necessary record keeping. Any exceptions to this policy must be granted by the VPAF, or his/her designee.

4.01 Travel by Motor Vehicle

From time to time University employees may drive passenger vehicles on official University business where non-employee students are not in the travel party with the following restrictions:

- A. Each driver must be at least 18 years of age, have a valid and approved driver's license and be rested.
- B. Each driver must be insurable.
- C. Occupants of motor vehicles should use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- D. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma.
- E. The total number of passengers may not exceed the number of seatbelts available.
- F. The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.

- G. Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner's insurance; but, if an employee is using his/her own vehicle for official University business, and is acting within the scope of his/her employment, the Oklahoma Governmental Tort Claims Act would provide primary coverage for liability purposes.

4.02 Travel by Commercial Motor Vehicle

From time to time University employees may drive or be passengers in commercial motor vehicles, as defined in Federal Motor Carrier Safety Administration (FMCSA) Regulation Section 383.5, on official University business where non-employee students are not in the travel party with the following restrictions:

- A. Each driver must hold a valid and approved commercial driver's license specific to the class of vehicle under operation.
- B. All applicable requirements of the FMCSA Regulations Parts 392 and 395 for passenger-carrying vehicles must be met.
- C. Each driver must be insurable.
- D. Occupants of commercial motor vehicles should use seat belts or other approved safety restraint devices to the extent required by law or regulation at all times when the vehicle is in operation.
- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma.

5.01 Travel by Air Carriers (Federal Acquisition Regulation (FAR) Part 121 and FAR Part 135 including scheduled and non-scheduled and charter services)

University employees may travel on official University business by air carriers regulated under FAR Part 121 and FAR Part 135, including scheduled, non-scheduled and charter services, without restriction other than the policies relating to prior approval and reimbursement for expenses.

6.01 Air Travel other than by FAR Part 121 and FAR Part 135 Aircraft

On occasion, University employees utilize aircraft other than FAR Part 121 and FAR Part 135 aircraft for the purpose of completing official University travel. In some instances privately-owned aircraft are made available for use by supporters of the University and the Department of Athletics. All such aircraft, except those aircraft covered in 7.01, are referred to in this policy as "private aircraft." This policy establishes requirements for the use of any private aircraft for travel by employees on official University business.

When private aircraft are used, the captain (pilot in command) shall make the final decision as to whether it is safe to fly under expected weather conditions. However, in no case will the pilot fly if weather conditions do not meet the standards of his/her certification. The employee may decline to travel on such aircraft, in which case accommodating transportation (within the framework of this policy) can be arranged.

A. Approval of Private Aircraft

The University's Aviation Consultant(s), as designated by the VPAF from time to time, will review and approve, in advance and in writing, the aircraft, insurance, and pilot requirements for all private aircraft that are made available for official University travel. In making this determination, the Aviation Consultant(s) shall be guided by the safety record of the type of aircraft and the mechanical condition of the specific aircraft and shall further consider pilot suitability, qualifications and certifications, liability insurance, and aircraft history, certification and maintenance. Aircraft maintenance comes in three forms: (1) annual inspection program, (2) progressive inspection program, and (3) continuous inspection program. The Aviation Consultant(s) will confirm all aircraft that are not flying under a FAR Part 135 or FAR Part 121 certificate to the applicable program each aircraft is maintained under, and track when the next required inspection is due (maintenance forms shall be provided by the Aviation Consultant). The Aviation Consultant(s) will provide to the VPAF, Athletic Director, Athletic Business Office, Athletic Compliance Office, and the President's Office a list of all private aircraft that have been pre-approved for use. In no event shall home-built or light sport aircraft be approved. The Aviation Consultant(s) will review and update this list on at least a semi-annual basis. Employees are prohibited from utilizing for University business travel any private aircraft that have not been approved under this policy.

B. Private Aircraft Requirements

All private aircraft shall have a proven safety record, and be maintained as required by the aircraft manufacturer and all applicable Federal Aviation Administration (FAA) operational specifications. The owner or operator of the aircraft shall be required to have on file with the University Aviation Consultant(s) copies of their aircraft registration, maintenance records which will include annual signoff date or other appropriate maintenance records, appropriate insurance certificates, pilot license, medical certificate, and verification of current FAR 61.56 flight review. The University's Aviation Consultant(s) will be responsible for requesting and maintaining all up-to-date documentation necessary for approval of the private aircraft. At a minimum, this will include current insurance certificate and pilot endorsements. Other requirements for aircraft utilized under this section include:

Single Engine Piston: Visual Flight Rules (VFR): Daytime standard weather minimums apply under Part 91. Night VFR requires 10,000 foot ceiling and not less than 5 statute mile visibility. No Single Engine night flying in mountainous terrain. No flight into known icing. Instrument Flight Rules (IFR): Day IFR allowed with co-pilot or autopilot. No night IFR allowed.

Multiengine Piston: VFR Day and Night allowed. IFR day or night with co-pilot or autopilot. No flight into known icing.

Single Engine Turbine: VFR and IFR allowed with co-pilot or autopilot.

Multiengine Turbine and Jet: VFR and IFR allowed with autopilot. Co-pilot as required by aircraft type.

C. Pilot Requirements

Pilots shall have, as a minimum:

1. **Turbine-powered Aircraft:**

Pilot in Command:

- Commercial Pilot Certificate
- Current and appropriate Medical Certificate
- Instrument rated
- Current and qualified in aircraft type as provided in FAR 61.57
- 2,000 hours as Pilot in Command
- Minimum 100 hours in aircraft type

2. **Single and Multiengine Piston:**

Pilot in Command:

- Private Pilot Certificate with Instrument and Multi-Engine (if applicable) Ratings
- Current and appropriate medical certificate
- 1,000 hours total time
- Current and qualified under FAR 61.57
- Single engine-minimum of 25 hours in aircraft make and model
- Multiengine aircraft minimum 100 hours total multiengine and 50 hours in aircraft type

3. **Helicopter**

Pilot in Command:

- Commercial Pilot Certificate
- Current and appropriate Medical Certificate
- 2,000 hours as Pilot in Command
- Minimum 100 hours in helicopter type

4. **Copilot** (if required by aircraft type) shall meet all FAA FAR requirements to be second in command of the aircraft type.

5. Pilots must either be named on their company's insurance policy or meet the open pilot warranty of the company's insurance policy.

D. For all private aircraft travel, an IFR flight plan shall be filed reasonably consistent with safe practice.

7.01 Air Travel by Aircraft in which the University or a Donor Owns a Fractional Share with a Regulated Operator

- A. All fractional aircraft shall have a proven safety record, and be maintained as required by the aircraft manufacturer and all FAR Part 91 or FAR Part 135 operational specifications, as applicable. The operator of the aircraft shall be required to have on file with the University copies of their certificates and insurance. The University's Aviation Consultant will be responsible for requesting and maintaining all up-to-date documentation necessary for approval of fractional share aircraft and review ops specs and pilot training records. At a minimum, this will include current insurance certificate and pilot endorsements.
- B. The following providers of fractional aircraft are approved so long as they contractually agree to follow the applicable provisions of this policy:

Autumn Air
Avantair
CitationShares
Executive Airshare
Flexjets
Flight Options
Netjets

C. Pilot Requirements

Pilots shall have, as a minimum:

1. Pilot in Command:
 - Commercial Pilot Certificate
 - Instrument rated
 - Current and appropriate Medical Certificate
 - Current and qualified in aircraft type as provided in FAR 61.57
 - Full-time employment as a pilot
 - 2,000 hours as Pilot in Command
 - Minimum 100 hours in aircraft type
2. Copilot (if required by aircraft type) shall meet all FAA FAR requirements to be second in command of the aircraft type.
3. Pilots must either be named on their company's insurance policy or meet the open pilot warranty of the company's insurance policy.

8.01 Air Travel in University-Owned and Operated Aircraft

Transportation services may be obtained from OSU Flight Department and can be scheduled with the flight department dispatch located at the OSU Flight Center. University-owned and operated aircraft may be utilized for University faculty and staff transportation on University business. University-employed or contracted pilots will be used to conduct the flight operations under FAR Part 91. These flights would be further subject to the policies and regulations of the OSU Flight Center. The full-time pilots, contracted pilots, Chief Flight Instructor, Chief Pilot, and Senior Flight Instructors may be utilized as Pilot in Command on these scheduled flights if so approved by the Manager of the OSU Flight Center. Co-pilots (if required) shall meet all requirements as

outlined in Section 6.01(C)(3) above. Contracted pilots may be utilized on an as-needed basis and must meet pilot requirements as outlined in Section 7.01(C)(1) or (2), as applicable.

9.01 Insurance Requirements for Private Aircraft

With respects to air travel services provided on an approved private aircraft or an approved fractional aircraft, the aircraft owner/operator shall furnish the University Director of Risk Management and the Aviation Consultant(s) with a certificate of insurance evidencing aircraft hull and liability insurance with the following provisions:

- A. The private aircraft owner or operator, at its sole cost, shall maintain in effect, throughout the term of the air travel services, insurance as follows:
 - 1. For Piston-Powered, Single-Engine Aircraft, aircraft liability in an amount not less than \$1,000,000 combined single limit (including passengers) each occurrence.
 - 2. For Piston-Powered, Multi-Engine Aircraft, aircraft liability in an amount not less than \$1,000,000 combined single limit (including passengers) each occurrence.
 - 3. For Turbine-Powered Aircraft, aircraft liability in an amount not less than \$20,000,000 combined single limit (including passengers) each occurrence.
 - 4. For Helicopters turbine and piston powered, liability in an amount not less than \$5,000,000 combined single limit (including passengers) each occurrence.
- B. The Aircraft Owner/Operator's Insurance shall provide the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and Oklahoma State University with 30 days written notice of cancellation or material change in coverage changes in Liability Limits. If it becomes necessary to establish new liability limits in keeping with current industry standards, it shall be the responsibility of the University's Aviation Consultant(s), in consultation with the Director of Risk Management of the University, to recommend the acceptable limits of liability to the VPAF, who shall make such changes as he/she determines are appropriate.

10.01 Any employee who becomes aware of a violation of this policy shall report the violation directly to the VPAF or through EthicsPoint by completing the internet form or by calling the toll-free hotline number, 866-294-8692.

Approved by E-Team:	November, 2012
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Approved by E-Team:	June 2014
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