



LOUISIANA TECH UNIVERSITY  
Department of Professional Aviation

## **FLIGHT OPERATIONS**

# **SAFETY PROCEDURES AND PRACTICES, POLICIES, AND STANDARD OPERATING PROCEDURES**

**September 21, 2009**

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# SECTION 1: GENERAL FLIGHT OPERATIONS INFORMATION

## INTRODUCTION

This manual contains the policies and procedures to be followed during flight training at Louisiana Tech University (LTU.) It is a guide for the conduct of our flight operations. Procedures, policies, techniques, and safety items are included. The objectives of this manual are to help Louisiana Tech University pilots maintain high standards of aviation safety, improve efficiency of training operations, comply with 14 CFR 141.93(3), and to answer common questions in advance.

This manual will be made available to students prior to or upon their first visit with their assigned flight instructor along with an open-book test that must be completed prior to their second meeting. Prior to flight training, a review of the test will be conducted.

Since this is a collegiate setting, “student” is used throughout this manual in place of “trainee” or “client.” “Student” in this context means “the individual receiving training” not necessarily “holder of a Student Pilot certificate.”

This is a training environment. While Louisiana Tech University flight instructors and students are expected to encounter day-to-day challenges, safety is always our first priority. Ideas, suggestions, or recommendations are encouraged and should be presented to the Chief Instructor.

## ENGLISH LANGUAGE

English is the International Civil Aviation Organization standard language. English proficiency is required for the issuance of FAA pilot certificates. No other language will be used while in flight training at Louisiana Tech University.

## USE OF LOUISIANA TECH UNIVERSITY AIRCRAFT

The airplanes operated by Louisiana Tech University are government-owned airplanes. In some instances, Louisiana Tech University may lease airplanes. In either case, our insurance coverage for the airplanes and pilots is dictated by the State of Louisiana. LTU insurance covers only those pilots that are students, employees or faculty of the Professional Aviation and Aviation Management programs of Louisiana Tech University. Only Louisiana Tech University students presently enrolled in an LTU course, faculty, and flight instructor and dispatcher employees are authorized to fly in Louisiana Tech aircraft. Deviations from this policy will only be approved by the Professional Aviation Department Head, in writing. **Only those personnel as stated above are approved to fly in Louisiana Tech University airplanes. Deviation without Department Head approval may result in penalties that shall be determined on individual basis. Those penalties may include expulsion from the aviation program or suspension from Louisiana Tech University.**

Observers are encouraged to fly with qualified pilots on certain local and cross-country flights. Pilots acting as safety pilot require at least a Private Pilot certificate. Personnel lacking a Flight instructor certificate will not fly in Tech aircraft with student pilots.

## **TSA ENDORSEMENT AND TSA INITIAL/RECURRENT SECURITY AWARENESS TRAINING PROGRAM**

Louisiana Tech and its flight instructors will to comply with 49 CFR 1552.

Each CFI and dispatcher is required to complete the TSA initial security training program (Flight School Security Awareness Training for Aircraft and Simulators) and present the completion certificate to the Chief Instructor. The website for the training is <http://download.tsa.dhs.gov/fssa/training/>. Recurrency is annual and will be tracked by Talon/ETA as a currency.

For each U.S. citizen in our program flight training in a private, instrument, or multi-engine syllabus, the CFI for that student must be shown evidence of citizenship as listed below. The instructor must then make an endorsement in both the instructor's and the student's logbook stating:

**“I certify that [name of student] has presented me a [insert document type] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Date/Signature/CFI Number and Expiration]”**

A copy of the documents used to prove citizenship will be kept in the student record. Those documents will be kept on file for five years.

Evidence of U.S. citizenship can only be documented by one of the following:

1. Valid unexpired U.S. passport
2. Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID.
3. Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and a government-issued picture ID.
4. Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581), and government-issued picture ID.
5. Original United States naturalization certificate with raised seal (Form N-550 or N-570) and a government-issued picture ID.

Prospective students lacking U.S. citizenship will coordinate directly with the Chief Instructor or Department Head. TSA requirements for these individuals will be met prior to enrollment in a flight course.

An AOPA checklist summarizing and an AOPA article detailing the TSA requirements can be accessed online at: [http://www.aopa.org/tsa\\_rule/](http://www.aopa.org/tsa_rule/) .

## **SECURITY**

All personnel are required to ensure all doors are locked when the Flight Operations building is unoccupied. One likely breakdown of this requirement is when instructors step to fly on Sundays without noticing that they were the only personnel present. If a student somehow finds themselves alone in Flight Ops without the ability to lock the building, they will contact the Chief Instructor.

LTU aircraft will be locked when not in use. Aircraft keys will be kept in a padlocked file cabinet when Flight Operations is closed.

## **STUDENT RESPONSIBILITIES**

**In case the TSA information in the preceding paragraphs were overlooked, we repeat:** Prior to the start of flight training, students must provide proof of U.S. citizenship. This is done by providing either an original unexpired U.S. passport or original birth certificate along with government photo ID. These documents will be copied and placed into the student's training folder. The flight instructor will then endorse the student's logbook verifying their citizenship.

**Prospective students lacking U.S. citizenship will coordinate directly with the Chief Instructor or Department Head. TSA requirements for these individuals will be met prior to enrollment in a flight course.**

Professional Aviation major students need a First-Class Airman Medical Certificate for enrollment into the flight training program at Louisiana Tech University. This is a one-time requirement to verify no unknown conditions exist that would preclude the student's reaching long-term aviation goals. Aviation Management majors and 14 CFR 61 students need a Third-Class Airman Medical Certificate for enrollment into the flight training program. In all cases, students who lack an existing pilot certificate should obtain a Student Pilot Certificate along with their medical. A list of FAA Aviation Medical Examiners (AME) is available on the FAA webpage. With certain Aviation Medical Examiners, MedXPress may be used to streamline the medical application process. Students pilots are reminded to specify to the medical personnel that they require a medical AND student pilot certificate.

Students will arrive promptly for scheduled instructional activities. Failure to arrive on time for a flight lesson may result in a "NO SHOW" charge being assessed to the student's flight account. It is paramount that if a student is unable to keep an appointment with their flight instructor, that the flight instructor and dispatch staff be notified in advance as soon as possible. Flight line activities will be deconflicted with academic classes. The student will to ensure that instructional activities are not scheduled at a time that will interfere with academic class schedules. Students who are unable to be present when an aircraft is scheduled must notify the dispatcher as early as possible so that the airplane can be rescheduled.

Students are not allowed into the Records Room. However, they are responsible for reviewing and maintaining their training records. If a student desires a copy of his/her training records they must request them from the Administrative Coordinator.

Students are charged for flight training over and above University tuition. This is done via a debit account, referred to as a "flight account." **Students are responsible for maintaining a flight account balance of \$500 or more.** Any balance less than \$500 will place the student on "grounded" status. Flights with less than a \$500 balance are conducted only with express Chief Instructor permission.

Prior to flight, students will ensure a weight and balance/performance planning/flight plan form is correctly and completely filled out. The completed form will be reviewed by the approving authority for flight. If these are not prepared, aircraft will not be dispatched. The form can be

obtained at the dispatch counter. The student shall carry a copy of the form in his/her possession during the flight.

It is the pilot in command's responsibility to then determine the airworthiness of the aircraft. Students flying solo are pilot in command.

Students must alert the instructor or dispatcher if any discrepancy is found on aircraft clipboards, during preflight inspections, or during flight. It is the student's responsibility to ensure that, before and after each flight, the aircraft is correctly serviced with fuel and oil. After each flight, the pilot in command will ensure that no trash is left behind in the aircraft, and that the windscreen is clean. Failure to do this will result in the pilot in command being recalled and required to accomplish this.

Students do not go behind the dispatch counter unless authorized. Students are not allowed to self-dispatch an airplane.

## **FLIGHT INSTRUCTOR RESPONSIBILITIES**

Flight instructors are responsible for the safety of the students during their flight lessons, and on dual flights, the instructor is the pilot in command (PIC). Prior to flight training commencing, the instructor shall ensure that all TSA information has been received and verified along with an endorsement being placed into the student's logbook.

Flight instructors should be aware that some physical handicaps do not always prohibit activity as pilot of an aircraft. If the student's ability to hold a medical is questionable, the flight instructor should advise such a person that assistance in obtaining a medical certificate is available through the cooperation of the AME and the local FAA Flight Standards District Office (FSDO). However, this assistance is available only when requested specifically by the person seeking the medical certificate.

No pre-Private solo flights are authorized to be conducted after normal business hours. The instructor is required to brief each flight lesson using the appropriate course curriculum. Instructors will follow the appropriate course curriculum for each ground or flight lesson. The course gradesheet will be printed and carried in the aircraft for reference.

Each flight instructor will also be the Safety Officer for the flight, be it dual training or student solo activities.

Instructors will follow the guidance in this manual. Failing will to adhere to Louisiana Tech University and Department of Professional Aviation policies and procedures may result in disciplinary action or termination of employment.

Instructors are responsible for maintaining all student training records.

### **Procedures for Scheduling a Practical Test**

It is imperative that Practical Tests be scheduled in a manner so as to reduce inconvenience as much as possible with all parties concerned.

1. Flight instructor completes student training for pilot certificate sought.

2. Flight instructor verifies all training documentation is complete and correct, to include a graduation certificate.
3. Flight instructor ensures the student pilot has completed the associated FAA Knowledge Test report if applicable, and places a photocopy in the student's training folder.
4. Flight instructor completes (or assists student in completing) all required documentation including IACRA.
5. Flight instructor schedules the FAA Practical Test with the Designated Pilot Examiner.  
Exception: CFI candidates self-schedule with the FSDO.

## **CHECK INSTRUCTOR RESPONSIBILITIES**

These are selected and trained flight instructors who conduct student stage checks at designated points in the course curriculum. Check instructors are expected to assume responsibility for operations supervision if they are the senior person present.

Check Instructors review training folders prior to stage checks, and ensure they are in order prior to flight.

## **CHIEF INSTRUCTOR/ASSISTANT CHIEF RESPONSIBILITIES**

Chief Instructor responsibilities are listed in 14 CFR 141.85.

Assistant Chief Instructor responsibilities are assigned by the Chief Instructor. In the event the Chief Instructor is unavailable, the Assistant Chief is empowered to act in his stead.

## **FLIGHT DISPATCHER RESPONSIBILITIES**

Louisiana Tech University (LTU) dispatchers are charged with utilizing LTU airplanes in the most prudent and productive manner to meet flight-training objectives. Flight school dispatchers monitor the status of LTU training airplanes. Proper dispatch procedures must be adhered to in every event.

A flight instructor must be present to dispatch an airplane to a pre-Private student. Dispatchers are required to brief the flight instructor/student pilot on any operational limitations of the assigned airplane at the time of dispatch.

Dispatch activities are critical for safety. Dispatchers assign aircraft to practice areas for separation. They may be the first responder to an aircraft emergency, in which case they will follow the procedures in this manual. As with any other University employee, failing to report for work will result in counseling and/or termination of employment.

A Chief Dispatcher will be appointed by the Chief Instructor. He/she will be responsible for dispatcher duty scheduling and ensuring dispatcher functions are carried out. The Chief Dispatcher will coordinate with the Assistant Chief Instructor for input of aircraft to maintenance.

### **Dispatcher Duties**

Normal dispatcher duties will include but are not limited to:

1. Security of aircraft
2. Building security
3. Dispatch of aircraft
4. Assignment of practice areas
5. Maintenance of Dispatch/Planning Area
6. Maintenance of flight/aircraft records
7. Maintenance of flight hour records
8. Talon/ETA and Resource Management System operations
9. Raising and lowering of the flags
10. Other duties as assigned by the Chief Instructor

## **OPERATIONS SUPERVISOR RESPONSIBILITIES**

The Chief Instructor/Assistant Chief normally acts as Operations Supervisor. The senior flight instructor present is designated as the Operations Supervisor whose duty it is to oversee the flight operations at any time the Chief Instructor/Assistant Chief is not present.

No solo or PIC flight will be approved unless the following conditions are met: The student pilot has in his or her possession a valid medical certificate and pilot's certificate, an appropriate airman's certificate, and the completed weight and balance/performance planning/flight release form(s). The supervisor must also ensure that the student has checked the weather for the time and area, and determined that the weather meets or exceeds the minimums prescribed by this manual. The student must have the appropriate logbook endorsements and not violate any limitations in those endorsements. For cross-country flights, the supervisor must review the flight plan and determine that students have at least \$100.00 in cash or a valid credit card.

## **FLIGHT OPERATIONS HOURS OF OPERATION**

Monday through Saturday                      0700L-2200L

Sunday: Dual only; Chief Instructor permission required. Instructors must self-dispatch.

Dispatchers will close Flight Operations upon completion of the last scheduled flight activity. Operating hours are subject to change without notice due to weather or lack of scheduled activity.

## **OPS CHECK IN**

Students will report to the dispatcher for training as scheduled unless the Chief Instructor approves an absence. Dispatchers will complete the check-in function in Talon/ETA.

Instructors and students will contact the dispatcher if they will not be able to report for duty/training. A minimum of 24 hours notice is required except in emergency instances. Sleeping in or forgetting are not excuses for missing training sessions. Failure to show up is equivalent to an unexcused absence from a University class.

## TALON EDUCATION TRAINING ADMINISTRATION (ETA)

Talon/ETA is an Internet-based computer administration system used for many functions in Flight Operations. The Administrative Coordinator intakes new personnel into the ETA system prior to their first flight, issuing a username and PIN. The Chief Instructor and Assistant Chief also act as Talon/ETA administrators.

New personnel will input their emergency contact information to Talon/ETA. The emergency contact should be that person you wish to be contacted in the event of an aircraft accident or incapacitating illness or injury.

Scheduling of training is accomplished via Talon/ETA. Further scheduling rules and information are listed below.

Talon/ETA contains the Private, Instrument, and Commercial courses. CFI training is scheduled in ETA, but is conducted under 14 CFR 61, and uses manual gradesheets.

### **The printing of ETA gradesheets is accomplished as follows:**

1. At the time the training Activity is Authorized in ETA, the PIC/CFI selects “GRADESHEET.”
2. The gradesheet will come up. Select “PRINTER FRIENDLY VERSION.”
3. Ignore the message directing you to select Landscape orientation. Our training folders are not oriented this way.
4. Select the PRINT button. This will open the printer dialog box.
5. In the print menu, select the HP Color Laser Jet 2840. (This is the printer at the Administrative Coordinator’s desk. It is our only one with duplex capability. You may need assistance in adding it your computer.)
6. Under Properties, select “Finishing.”
7. Under Finishing, check “Print on both sides (manually)” ***and*** “Flip pages up.”
8. Click Okay, and Print.
9. After the sheet(s) print(s), go to the printer, open the manual paper feed on the lower front, and, without changing the page orientation, manually feed the sheets back to the printer and then press the “checkmark.”
10. This somewhat cumbersome printing procedure is required to conserve paper, and to keep training folders down to a reasonable thickness.
11. The gradesheet accompanies the student on the training mission, and is filled out manually.
12. Upon landing, the grades are transcribed back into Talon/ETA. If complete and satisfactory, this opts the student for the next lesson in the ETA.
13. Although it can be done, there is no requirement to print the completed gradesheet, and it is wasteful of paper. Unless it is soiled or damaged, simply place the manually filled-out ETA-generated gradesheet in the training folder, with handwritten comments if desired.
14. If the gradesheet was not printed prior to Activity Completion in ETA, the gradesheet may be easily recovered from the Training Records section of ETA. See an administrator to learn this procedure.

**Administrative Note:** To preclude excess personnel at the Administrative Coordinator work station, CFIs and students do not use the HP 2840 unless duplex or color printing is REQUIRED.

Routine printing by personnel other than the Chief Instructor and the Administrative Coordinator is accomplished on the large HP 8000 printer in the flight planning area.

## **FLIGHT INFORMATION FILE (FIF) POLICY**

All pilots are required to review and sign off all material included in the Flight Information File binder at the dispatch counter prior to flight. The sign-off is located in Talon/ETA <https://talon-systems.com/latech>. FIF currency is required prior to aircraft being dispatched (hard stop.) That is, the Ops Check In feature of Talon will not work until the FIF is checked. FIFs, generally, will be: a) updates to standard operating procedures and policies, b) announcements, or c) current operational information. In any event, FIFs are things you need to know—thus, acknowledgment is required. If an event occurs that indicates the FIF was signed off, but not read, the Chief Instructor will take action.

FIFs are intended to be temporary. The policies will either expire and be deleted, or they will be incorporated into the appropriate document by pen and ink or upon its republication.

## **FAR/AIM UPDATES**

Professional pilots do their best to keep current publications. Part of this is maintaining a current copy of the FAR/AIM. Unfortunately, the commercially available FAR/AIM may be assumed to be non-current on the day you buy it. Visit [www.asa2fly.com](http://www.asa2fly.com) for regulation and AIM changes released after the printing date. ASA provides a free update service with email notification when rules and procedures change.

## **SCHEDULING**

The Louisiana Tech University flight instructor is charged with utilizing Louisiana Tech aircraft in the most prudent and productive manner to meet the flight training objective. Flights will be scheduled according to the training syllabus that the student is enrolled in. Two systems of achieving course completion goals are available. Aircraft are dispatched on the priority system listed below.

### **CFI Self-scheduling Request System**

This is the system that most CFIs and students will prefer. Instructors will input to ETA their desired schedules for the next day not later than 1500L daily, at which time the dispatcher posts the schedule in Talon/ETA. Instructors must schedule such that their student completes the course in which they are enrolled by the end of the quarter.

### **Block Schedule**

If aircraft utilization is found to be wanting due to inefficient use of the CFI request system, the “block schedule” system will be implemented. This is a much more directive schedule, with less flexibility for the individual. Under this system, the student is assigned set days/times to fly, which are the same each week. Additionally, procrastinating students may be individually assigned a block schedule, if the Chief Instructor deems it necessary.

In the block system, courses are generally allotted four-hour time slots (for two students) on the schedule, unless other arrangements are coordinated. The flight instructor will work out a schedule of availability with each of his/her students and turn it in to flight operations (Dispatch).

Time slots will be assigned based on the times the instructor/student requested and the times that are available. A copy will be provided to the Chief Instructor. The flight schedule is printed every week and posted on the Dispatch Bulletin Board on Monday morning. Changes to the schedule are due not later than 1200L on Friday each week.

## **Priorities**

Schedule priorities apply under either the CFI request system or the block system. If notified of a priority requirement, dispatchers will follow the priority system below, regardless of when the mission was scheduled. It is not first come, first served. Priorities will be as follows:

1. FAA practical tests
2. Standardization flights
3. Stage checks
4. Dual student instruction (two students)
5. Dual student instruction (singleton)
6. Solo cross-country flights
7. Solo local flights

Part 141 training has priority over Part 61 training.

On Saturdays, cross-country flights have priority over local flights. If the student has not shown up in a timely fashion, the student will forfeit his/her position on the schedule. The aircraft will then be released on a first come, first served basis. Students should inform their instructor if they cannot make the flight at the scheduled time so the instructor can make alternate plans and inform dispatch that they will not be using their scheduled time slot. If a student fails to show up for a flight, he/she will also incur a NO SHOW charge which will be deducted from their flight account, as described below.

**No one will over-fly a scheduled aircraft inspection (100 hour, 50 hour, etc.), due to Airworthiness Directives being associated with the times. All aircraft will be returned as scheduled so as not to interfere with other training.**

## **Schedule Changes**

Training and flight schedule changes create hardship for all involved. The Chief Instructor and Assistant Chief Instructor(s) may make flight schedule changes necessary to meet priority training requirements.

## **Cancellations**

Instructors and students are expected to meet all scheduled academic training and training flights. Acceptable reasons for not meeting a scheduled training flight might include: illness, injury affecting one's ability to fly, or death in the immediate family. In these cases the presentation of a doctor's excuse or some item documenting a doctor's office visit will be necessary. No training will be cancelled without approval of the Chief Instructor. If a student must cancel a solo training flight due to conditions beyond their immediate control, the student will report this to their flight instructor and the dispatcher.

## **Adverse Weather**

During adverse weather days, flight instructors may conduct ground training for students in the Planning Area or other suitable vacant room for that training period. Types of academic training which might be conducted include: stage exam, pre-solo test, Pilot Test Standards (PTS) and maneuvers review, FAA practice knowledge tests in the computer lab, and reinforcement/review of traditional academic course materials. Weather days will be used to enhance student learning and success. The simulator will be used to the maximum extent possible during these periods.

During inclement weather, the flight instructor and student will remain ready to conduct training until the scheduled training period ends; if the weather clears to training minimums the flight instructor will immediately conduct training to the maximum extent possible in the remaining time. If two students were scheduled and the remaining time is sufficient for only one student, the instructor will prioritize based on need and continuity of training. The second student may ride along or depart Flight Ops at his/her discretion.

## **DAILY FLIGHT TRAINING**

Generally, instructors are expected to train two students during each training period scheduled. This maximizes the use of resources and enhances student learning.

The following sequence of events will be followed to meet education and flight training needs.

### **Flight Training Sequence of Activities**

Each training period should follow this sequence of activities. (The example assumes two 1.5-hour lessons.)

<b>MINUTES</b>	<b>ACTIVITY</b>
10	Flight instructor meeting with Dispatch for training situation update(s).
20	Flight instructor meets with students. Students have already completed performance planning, weight and balance, checked weather, and completed a flight plan. Daily questions/study assignments are reviewed.
20	Preflight inspection of aircraft.
180	Flight training of two students (1.5 hours each).
10	Debrief, and next day assignments for the students to study.

---

240 Minutes

**Note that in the example, the majority of the preflight preparation is already accomplished when the instructor shows up. If the instructor must wait for these items to be accomplished, the student will be charged Oral while the instructor waits. Furthermore, the aircraft will be returned as scheduled, if it is scheduled for further use. In other words, it is recommended that the student be prepared when the instructor shows up.**

## **INSTRUCTOR/STUDENT ASSIGNMENTS**

Students will be assigned a flight instructor appropriate to the student's course of training. The Department will attempt to ensure that the student and instructor will continue together until completion of the certificate or rating sought. The Department reserves the right to make

assignment changes if necessary to meet the needs of the Department and/or enhance learning and student progress.

All instructor/student assignments must be approved by the Chief Instructor. Students are welcome to request the instructor of their choice. However, students should understand the Department's requirement to evenly distribute students among instructors.

On the first day of the academic quarter, or as designated by the Department Head, the Chief Instructor will meet with all students. The meeting location will be widely posted. During this meeting, students will be assigned to a flight instructor based upon the foregoing policy.

Occasionally, personality conflicts may arise. Any student or instructor may request a change of assignment from the Chief Instructor, as detailed below. Such a request should be made as early as possible in the quarter since it may require changing another student/instructor assignment.

Prior to conducting the first training period at Louisiana Tech University, a student will receive a thorough briefing from his or her flight instructor on the items in the course curriculum.

### **Flight Instructor/Student Change**

Flight instructor and student changes are not in the best interest of the student or the school. Changes interfere with continuity of the training, and affect other parties. Student and Flight instructor changes require cause to be shown.

When a student requests a flight instructor change, the student will prepare a written request stating specific facts supporting and documenting the request. The written request will be submitted to the Chief Instructor.

The Chief Instructor or his representative will follow due process to assure the request is justified and warranted.

Due Process will consist of the following:

1. Interviewing each associated party.
2. Documenting interviews, and the collection of other information related to the request.
3. Preparation of a summary of the facts, and submitting same in writing, with his/her recommendation(s) to the Chief Instructor.
4. Upon review of the facts, the Chief Instructor will either approve or disapprove the request.
5. The Chief Instructor's decision is final.
6. The process may include a hearing attended by the Chief Instructor and Assistant Chief Instructor.

Every effort will be made to accommodate justified student or flight instructor needs to ensure satisfactory quality of training and progress. However, a change of assignment could lead to a delay in training, due to the availability of Flight instructors.

## **FLIGHT TRAINING PROGRESS**

### **Flight Training Progress Expectations**

Students are expected to progress normally, completing FAA practical tests as appropriate for the particular certification and/or rating desired. Flight hour levels vary with the certification and/or rating. It is understood that students learn at different rates. Learning plateaus are not uncommon. Repeat of lessons is done in accordance with the Training Course Outline.

If the student is not progressing in a normally accepted manner as demonstrated by the student consistently not performing within Practical Test Standards (PTS) and accepted levels of proficiency, the flight instructor will recommend a progress evaluation by the Chief Instructor or his assistant.

The Chief Instructor or his assistant will conduct the progress evaluation and recommend additional flight training hours or withdrawal from the flight training program. The Chief Instructor will approve additional training, establish a probationary period, or withdraw the student from the flight training program.

### Student Solo Expectation

- Students are expected to solo between ten (10) and twenty (20) flight hours. If the student cannot safely solo, the flight instructor will request a progress evaluation from the Chief Instructor.
- The Chief Instructor or member or his assistant will assess the student's progress and recommend to the Chief Instructor one of three actions:
  - Additional flight training hours,
  - A probationary period, or
  - Termination from the flight training program.
- If the student does not solo with the additional flight training hours, the student will be withdrawn from the Flight Training Program unless extenuating circumstances exist. The student will be advised of his/her options by the Chief Instructor.

## **TASK COMPLETION FORMS**

The use of the task completion form in student training folders will continue until further advised. The purpose is to provide a quick reference of the student's progress. For each lesson (ground, FTD, or flight) where the student successfully completes a task to PTS standards, the CFI will put the lesson's date at the top of the column and put an "X" in the blank for the task successfully completed for that date. Do not include grades on the task completion form since grades are documented in Talon/ETA. Before the student is signed up for a final stage check and/or practical test, each task must have been successfully demonstrated to the CFI as documented by an "X" in the rows beside each task. If the student is training under 14 CFR 141, the 141 completion requirements must also be documented on the task completion form to prove successful completion of all 141 requirements.

## **STAGE CHECKS**

Stage checks are required by 14 CFR 141.55. The checks are conducted for the purpose of standardizing the Professional Aviation product. Stage checks will be conducted in a non-threatening and professional atmosphere. On stage checks other than course finals, Check Instructors are empowered to instruct as needed, so long as the student achieves the required standard on their own by the end of the mission. Stage checks are accomplished in all Louisiana Tech flight courses, even if training is done under Part 61.

Students are expected to pass all scheduled Stage Checks. If the student does not pass a stage check, the Check Instructor will recommend to the Chief Instructor one of three actions:

1. Additional flight training hours
2. A probationary period
3. Removal from the flight training program.

If the student does not pass the Stage Check after the additional training has been completed, the student will be withdrawn from the Flight Training Program. The student will be advised of his/her options by the Chief Instructor.

### **Stage Check Study Guide**

The student will be issued a Stage Check Study Guide, and will answer all questions before being considered for a stage check evaluation. The assigned flight instructor will review the student responses and critique the student before recommending the student for a stage check.

### **Stage Check Grading**

Grade assignment will be in accordance with the Training Course Outline.

## **ACADEMICS**

Ground schools for certificates and ratings are taught as part of the Professional Aviation degree program. Students are expected to pass the appropriate FAA Knowledge Test at the completion of the academic class (ground school.) If the student does not pass the appropriate FAA Knowledge Test, the student will be placed on Flight Probation.

### **FAA Written Practice Examination**

To be eligible to take the FAA Knowledge Tests, students are required to achieve a ninety (90) percent or higher on the FAA written practice examination. Students that do not meet this requirement will not receive the required endorsement on their flight records to take the FAA Knowledge Test, which results in the student not taking the test at all, and therefore being placed on Flight Probation.

## **FLIGHT PROBATION**

Flight Probation is administered when a student fails to accomplish the appropriate FAA Knowledge Test at the completion of the appropriate quarter or activity. Probation may also be assigned by the Chief Instructor for deserving performance. This means the student will not be allowed to conduct flight training until released by the Chief Instructor. During the probation period the student will be expected to attend associated academic classes, practice the

appropriate FAA Knowledge Test, and pass the appropriate FAA Knowledge Test before flight training will be allowed to continue.

If the student fails to successfully pass the appropriate FAA Knowledge Test (academic requirements) after application of Flight Probation, the Chief Instructor will give the student the following options:

1. Retake the associated academic course in totality.
2. Begin the Flight Training Program again.
3. Purchase a “Home Study Course” and successfully complete the associated academic material and FAA Knowledge Test.
4. Withdraw from the flight degree program.
5. Change academic major.

### **STUDENT ABSENCE OR LATENESS—“NO SHOW” POLICY**

In terms of the flight schedule, there is little distinction between absence and lateness. Unutilized flight time is forever gone, once the time passes. Students who are absent or late for scheduled training without prior cancellation cause hardship for all. These students are issued a “NO SHOW”, and will be charged fully, as if the scheduled flight or ground training had taken place, and counseled accordingly. Counseling statements will be retained in the students training folder. Academic classes missed will be in accordance with University policy.

#### **Consequences of unexcused absence or tardiness that precludes training:**

First offense: Warning from Chief Instructor and counseling statement in training folder.

Second offense: Student will be charged for the full training period and flight-time costs, and will report to the Chief Instructor for formal counseling.

Third offense: Student will be charged for the full training period and flight-time costs. Student will be withdrawn from the flight program unless he/she can provide proof of justifying circumstances to the Chief Instructor.

An appropriate grade, in accordance with LTU academic policies, will be recorded when the student is withdrawn from the flight training program.

### **PART 141 vs. PART 61 TRAINING**

1. All new Private, Instrument, and Commercial students begin their courses under Part 141. Exceptions require Chief Instructor approval.
2. All students flight training at Louisiana Tech University, regardless of whether they are training under 14 CFR Part 141 or Part 61, are required to comply with and follow the Part 141 Training Course Outline for the certificate or rating sought.
  - a. Transfer students will receive an evaluation flight and written test to determine their appropriate start point.
3. All students flight training at Louisiana Tech University, regardless of whether they are training under 14 CFR Part 141 or Part 61, are required to complete all stage worksheets.

4. All students flight training at Louisiana Tech University, regardless of whether they are training under 14 CFR Part 141 or Part 61, are required to complete all stage checks, unless waived by the Chief Instructor.
5. The purpose of the above is assure that all trainees endorsed and sent to Designated Pilot Examiners by LTU and its instructor force do indeed meet our standards.
6. All instructors are expected to follow the course curriculum as closely as possible. If a particular lesson cannot be completed due to conditions beyond our control (i.e., weather, availability of aircraft with specific equipment), the instructor will be prepared to cover the next available lesson.
  - a. Example 1: The current instrument lesson calls for GPS approaches. Due to aircraft availability, the CFI is dispatched a non-IFR certified GPS aircraft (or is dispatched an aircraft without a GPS). The instructor will proceed to the next less lesson that doesn't require an IFR certified GPS.
  - b. Example 2: The current lesson is VFR maneuvers. IMC prevails in the area. The instructor will proceed to the next available ground lesson.

## **PROFESSIONAL AVIATION MAJOR REQUIREMENTS**

Requirements for a major in Professional Aviation are clearly stated in the Louisiana Tech University Catalog. Waiver of any provision thereof is at Department Head discretion.

Students that have attended other learning institutions and obtained FAA Certificates/Ratings may be allowed to transfer them into LTU Professional Aviation degree program. After enrollment, taking courses at other learning institutions will be permitted only when the student follows the approved process and obtains Department Head approval.

It is in the best interest of LTU aviation students to attend all aviation training and education at Louisiana Tech University (LTU). Flight time credit for flight students joining the program with training in progress for a certificate or rating is in accordance with 14 CFR 141.77.

In addition to the above policy and the Catalog procedures on transfer of credit, students (who already have a Private Pilot certificate) must get all subsequent required certificates/ratings (Commercial/Instrument/CFI) through Louisiana Tech. Absent Department Head approval, failure to adhere to this policy will result in the student not graduating in Professional Aviation.

The Department Head approves college credit for transfer students. The Chief Instructor will assess and approve/disapprove student requests for transfer credits for FAA Certificates/Rating courses. This may include written testing and/or an evaluation flight to determine the point at which the student should start in the syllabus.

## STUDENT GRIEVANCE/APPEAL PROCESS

Students will follow the following process for any dispute regarding flight course grading.

1. The student must appeal directly to the flight instructor within five (5) school days after which the event has occurred. Every reasonable effort should be made by both parties to resolve the matter expeditiously.
2. If the question is not resolved, the student may file a written appeal to the Chief Instructor within five school days after an attempt to resolve the matter with the instructor has failed. Within five school days of receipt of the written appeal, the Chief Instructor will schedule a conference with the student and the instructor in an effort to resolve the grievance. The student and the instructor will be notified in writing of the date, time, and place of the conference. Within five school days of the conference, the Chief Instructor will prepare a report of the disposition of the matter with copies to the student, the instructor, and the Department Head.
3. If either the student or the instructor wishes to appeal the disposition of the matter, he/she may do so in writing to the Department Head within five school days of the receipt of the Chief Instructor's report. Within five school days of receipt of the written appeal, the Department Head will schedule a conference with the student and the instructor in an effort to resolve the grievance. The student and the instructor will be notified in writing of the date, time, and place of the conference. Within five school days of the conference, the Department Head will prepare a report of the disposition of the matter with copies to the student, the instructor, the Chief Instructor, and the departmental records. The Department Head shall issue a written decision with copies to all involved parties. The Department Head's decision is final and binding.

## FRATERNIZATION

**Fraternization** is a personal relationship between a student and flight instructor that crosses the boundary of a working relationship. Fraternalization means inappropriate relationships in the workplace. The most common example is a flight instructor dating their student. Fraternalization might be a personal relationship that affects other students feeling of equal and quality training, or impacts upon objectiveness. For LTU aviation purposes, the definition of fraternalization is expanded to include favoritism. To preclude this, students will not be instructed by their close friends or relatives, if such exists in the program. Additionally, students and their assigned instructors will never borrow/lend money from/to each other, nor will they gamble with each other. It is essential that a healthy and professional workplace be maintained at all times. If any of the above is the case, an instructor change is in order. Fraternalization between flight instructors and their assigned students will not be tolerated to prevent the flight instructor from exercising favoritism and to avoid potential sexual harassment issues.

- **Fraternalization is:**
  - Gender-neutral
  - Detrimental to good order and discipline
  - Detrimental to professional training
  - A potential legal violation
  - Prohibited

- **Fraternization could result in:**
  - The questioning of an instructor's objectivity
  - Actual or perceived preferential treatment
  - Compromising integrity
  - Administrative or punitive action
  
- **Healthy Relationship Traits include:**
  - Respect
  - Honesty
  - Loyalty
  - Trust
  - Non-Harassing
  - Non-compromising
  - Positive Influence
  - Professional Commitment

If fraternization is identified, accused, claimed to exist, or suspected, the Chief Instructor will conduct a thorough investigation of the issue(s). The following due process will be adhered to in the investigation:

1. Each associated party and witness will prepare a written statement identifying activities, actions, and any facts supporting the claim or defense.
2. Interview of each associated party.
3. Each interview will be documented in totality, and other information related to the request will be assembled.
4. A summary of the facts will be prepared, and submitted in writing, with his/her recommendation(s) to the Department Head.
5. Due process may include a hearing where each party may present their issues and/or defense. The Fraternization Board will consist of the following members: Department Head, Chief Instructor, two (2) students, and a CFI.
6. Upon hearing and review of the facts and issues, the board will find on the validity of the offense.
7. In cases where fraternization is clearly established to have occurred, the Fraternization Board will forward findings to the appropriate authority for action.
8. The board decision is final.

## **DRESS CODE**

Flight instructors and dispatchers are expected to convey the essence of professionalism through a high degree of personal appearance, this includes neatly groomed hair, being clean shaven, and wearing shirts neatly tucked into trousers. Flight instructor and dispatcher attire will be professional in appearance, showing no sign of being soiled or excessively worn.

### **For all flight instructors and dispatchers, at least:**

1. Long pants or slacks (not blue jeans.)
2. Clean shoes, free of holes.
3. Shirt and tie, or an official Louisiana Tech University collared polo shirt (blue or red for CFIs, black or gray for dispatchers.)

Students enrolled as a Professional Aviation major must be aware that they are training in, and will ultimately be working in, a professional, safety-oriented atmosphere. With this in mind, all

students will dress in a professional manner. Students must wear clothes as deemed appropriate by flight operations. Hair must be in a neat style (groomed) so as not to interfere with flight performance. Students will wear attire that is serviceable in appearance (no holes, tears, cuts, etc.) showing no sign of being soiled or excessively worn. Shirts will be tucked into trousers. Any student arriving for a lesson wearing shorts, dresses, or open-toed shoes will forfeit his/her position on the schedule.

**For all Flight Students, at least:**

1. Long pants.
2. Clean shoes, free of holes.
3. Shirt and tie or an official Louisiana Tech University collared polo shirt (gray in color).

The above standards apply during the published Flight Operations hours of operation.

**EQUIPMENT / DOCUMENT REQUIREMENTS**

All students are required to have their medical certificate, airman's certificate, and photo ID in their possession at all times during flight training. Each student, before operation of any airplane, should ensure that the aircraft has on board the airplane flight manual (AFM), the airworthiness certificate, the registration certificate, weight and balance information, and the operating limitations. Students are required to possess a course curriculum for their certificate or rating. The student must also have an appropriate airplane checklist, headset, and current appropriate aeronautical charts. A flashlight is required for all night flights.

**TELEPHONE COMMUNICATIONS**

Telephones are available in the Louisiana Tech Flight Operations building. Their use is limited to: flight scheduling, aircraft scheduling / availability, weather briefings, flight plan filing, flight plan closing, and messages for flight operations personnel. It is the dispatcher's / supervisor's job to answer incoming calls. However, if it is obvious that the dispatcher is unable to answer the telephone, please assist by answering and saying, "Louisiana Tech University Flight Operations." Take a message if appropriate. A communications log for the purpose of relaying telephone messages is located on the dispatcher's desk. Record whom the call is for, its nature, the time of the call, a contact telephone number, and your name if necessary.

Collect calls should be accepted only by authorized flight operations personnel. Collect calls to Flight Operations should only be made when a problem is encountered with aircraft dispatched by Louisiana Tech University, or a deviation from the route of flight stated on the flight plan is made. Students on cross-countries who need assistance from Flight Operations because of unplanned deviations due to an emergency or aircraft maintenance problems should contact Flight Operations as soon as practicable.

## **GENERAL FLIGHT RESTRICTIONS**

1. Spins will be performed only when authorized and in approved aircraft.
2. Bank angle will never exceed 60 degrees, and pitch attitude will never exceed 30 degrees nose up or down, unless taught in approved acrobatic or unusual attitude recovery training courses in approved aircraft.
3. Entry and exit from aircraft will be with all engines shut down unless approved and pre-briefed by the Flight instructor.
4. The possession and/or use of narcotics are absolutely prohibited. Any staff member, instructor or student found to be using them is subject to immediate termination. A student and/or instructor must inform the Chief Flight instructor any time he/she is placed on any type of prescription medication. An AME statement approving flight prior to resuming flying.
5. No student/instructor/staff member will consume any alcohol product within 8 hours of a scheduled flight lesson/ground school session. At no time will the above personnel have a blood alcohol level from any source of alcohol beverage above .04% by volume. Random breathalyzer tests may be performed by local law enforcement agencies to ensure compliance.

## **FLIGHT TRAINING OPERATIONS**

### **Flight and Ground Instruction**

Instruction is the formal presentation of material in an orderly format to enhance the learning process in the classroom or the aircraft.

1. Flight instructor will perform flight training in accordance with Training Course Outlines. This includes Part 61 training.
2. Flights are expected to be airborne at their scheduled departure times.
3. Training flights will return as scheduled regardless of the time of departure in order to keep the flight schedule on time for all instructors and students. Dispatchers may approve extensions immediately, if the aircraft is not scheduled for subsequent use.
4. Each flight instructor will complete all student records before departing from the workplace each day.
5. Flight training or ground instruction will not be changed unless approved by the Chief Instructor.
6. Flight instructors and the Chief Instructor are responsible for approving and managing student flight schedules for solo flight training. The assigned flight instructor will request an aircraft and inform the Chief Instructor of all solo flight training.

The Chief Instructor (or assistant) will be present or readily available when training is being conducted or will be able to be reached by telephone or electronic means whenever training is being conducted.

Students do not congregate at the dispatch counter nor in the cubicle area. Students are expected to frequent the student lounge (break area) when not waiting for a scheduled flight, ground or simulator training session.

No flight student in training may carry passengers on solo training flights.

**Use of School Facilities and Training Aids**

Students and/or instructors are welcome to use any ground facility except the Flight Training Devices (FTD) anytime except when scheduled training is taking place. These areas are to be kept neat and clean!

**LTU PRO AV WEBSITE**

**<http://www.latech.edu/aviation>**

The Louisiana Tech University Department of Professional Aviation maintains a website with flight information, policies, procedures, and research links. Outlines of flight courses, this safety manual, departmental news, and e-mail addresses of fellow students can be found on the site. Please visit the site often to keep up on upcoming events.

## SECTION 2: SAFETY PROCEDURES AND PRACTICES

### TRAINING WEATHER MINIMUMS

Louisiana Tech prescribes weather minimums that must be met or exceeded before an aircraft is dispatched for a solo, PIC, or dual flight. The weather minimums required by Louisiana Tech for cross-country flights must be forecast to remain, for all reporting stations along the proposed route of flight, for the proposed duration of the flight and for one hour thereafter. Unless approved by the Chief Instructor, flight is not permitted in Louisiana Tech aircraft unless the following minimums exist. **\*Max Gust shall be used as the wind speed.**

	LOCAL			CROSS-COUNTRY		
	Ceiling Visibility	Max. Wind Speed	*Max. Crosswind	Ceiling Visibility	Max. Wind Speed	*Max. Crosswind
<b>Student Pilots</b>	2000/5	12 Kts	5 Kts	3000/5	12 Kts	5 Kts
<b>Private Pilots</b>	2000/5	15 Kts	10 Kts	3000/5	15 Kts	10 Kts
<b>Instru- ment Rated Pilots</b>	1000/3	15 Kts	10 Kts	1000/3	15 Kts	10 Kts
<b>Commer- cial Pilots and Above</b>	Lowest Available Approach	25 Kts	15 Kts	Lowest Available Approach	25 Kts	15 Kts

### OBTAINING WEATHER INFORMATION

A preflight weather briefing before each flight is mandatory. Weather information can be obtained in several ways at Louisiana Tech.

#### **Flight Service Station (FSS)**

There is no longer a DeRidder Flight Service Station. However, FSS can be reached at 1-800-WX BRIEF or when airborne on the flight watch frequency. A thorough preflight weather briefing is required before departing on any flight away from the immediate vicinity of Ruston. Weather information should be recorded on the Flight Plan/Release form.

#### **DUATs**

Users must have at a pilot certificate, and be a registered user for the service. Detailed instructions on how to register for DUATs service can be obtained online.

## **Ruston ASOS**

The ASOS station located at the Ruston airport gives up to the minute weather observations in the METAR format. The observations can be obtained by telephone (242-0062) or by radio (119.525). Ruston ASOS will be consulted before departing on local flights and before returning to the Ruston area.

**Dispatchers are responsible for and have the authority to ground all aircraft due to weather conditions.**

## **WEATHER STATUS**

The Chief Instructor/Assistant Chief sets the Weather Status for local flight operation, and will so inform the dispatcher, who will post the status.

Unrestricted. No thunderstorms or SIGMETS located within 20 NM of Ruston Regional Airport. Winds are less than the solo limits above. All training operations are permitted.

Restricted. Training continues but some qualifications are needed in accordance with the training weather minimums.

Solos Pattern Only. Ceilings preclude safe pre-Private solo area flights or cross-countries, but the weather is stable, and pattern work may be accomplished.

Dual. Current or forecast conditions require judgment and skill. Includes Marginal VFR and windy days.

Dual/VFR Only (Icing or embedded thunderstorms). Dual flights only, remain clear of visible moisture.

Instrument. An IFR clearance is required to depart or arrive Ruston. Minimums for departure are lowest available instrument approach minimums.

WX Recall. Return to Ruston immediately and full-stop.

Stop Launch. Airborne flights continue with caution. No further training sorties are dispatched.

Directed Divert. Supervisor or dispatcher directs LTU aircraft to divert to a specified airport. Crews require LTU permission to return to Ruston.

## **SEVERE WEATHER**

### **Tornadoes**

In the event that a tornado is spotted or one is suspected to be near, cover should be taken in a hallway or the computer lab area, which has no windows. If outside, proceed indoors. The first member to note or hear of a tornado will report to the Chief Instructor.

## **FIRE PRECAUTIONS AND PROCEDURES**

### **Aircraft fires**

Aircraft fires will be dealt with according to the instructions in Section 3, "Emergency Procedures," in the Pilot's Operating Handbook. Students should commit these actions to memory.

### **Other Fires**

Fire other than aircraft fires will be dealt with according to the following:

If a fire is detected or suspected, alert all persons in the vicinity. **GET HELP!** If the fire is small and localized, extinguish with the nearest fire-fighting equipment. If the fire is large, spreading rapidly, or inaccessible (such as in walls or ceilings), notify nearby flight school personnel and/or call the Ruston Fire Department or 911, then fight the fire with all available help and fire-fighting equipment. If a fire appears to be out of control or if the situation seems dangerous, evacuate the area immediately. Shout to spread the alarm.

### **Fire Extinguishers Are Located As Follows:**

1. At the North exit to the ramp by the dispatch office
2. In the hallway leading from the cubicles to the flight planning room
3. At the South exit to the ramp by the janitor's closet
4. At the main entrance to the building
5. On each Ruston Aviation fuel truck
6. In the maintenance hangar inside of the lobby
7. In each LTU Cessna 172R/S between the pilot's and co-pilot's seat

## **MEDICAL EMERGENCIES**

Should a person need medical attention due to severe injury or sickness, alert the dispatcher or other flight school personnel to arrange for emergency medical care.

## **FUEL RESERVES**

**FUEL REQUIREMENTS:** All Louisiana Tech University training flights must be planned and flown in compliance with minimum fuel requirements as established and presented here:

<b>LOCAL</b>	Half tank (both) minimum on departure.
<b>VFR CROSS COUNTRY</b>	Tanks must be full on departure. Flights should be planned to reach the destination with at least one hour of fuel remaining.
<b>IFR CROSS COUNTRY</b>	Tanks must be full on departure. Flights should be planned to reach the destination, fly an approach, executed a missed approach, then fly to the alternate, fly an approach, and land with an hour of reserve fuel.

## **SAFETY MEETINGS**

The Chief Instructor will conduct monthly CFI meetings for the purpose of safety training. The Ruston Aviation Chief of Maintenance will be invited to attend this meeting.

All personnel will attend quarterly Professional Aviation safety meetings, conducted by the Department Head.

## **SECTION 3: AIRCRAFT SERVICING**

### **SERVICING AT RUSTON REGIONAL AIRPORT**

Ruston Aviation has been contracted to service Louisiana Tech University airplanes with fuel. If you find that the airplane dispatched to you requires fuel, advise Ruston Aviation of the tail number location. Leave the airplane tied down. Do not taxi the airplane to the fuel truck; the truck will come to the airplane. Precautions that must be taken while the airplane is being fueled include:

1. Ensure that the aircraft is grounded to the fuel truck.
2. Do not smoke within 50' of the aircraft.
3. After refueling, ensure that fuel caps have been properly secured.
4. Sump the fuel tanks before/after the aircraft has been serviced.
5. Sign the invoice if requested by ramp personnel.
6. Confirm that the amount of fuel shown on the invoice is correct by noting the meter on the truck.

**After any flight when the fuel is below one-half tank, notify Ruston Aviation to refuel. This is to ensure there are no delays in subsequent departures.**

### **SERVICING AT OTHER AIRPORTS**

Observe the precautions noted above and personally supervise the fueling of your airplane to make sure that the aircraft is being serviced with 100 LL AVGAS and not JET A or automobile gasoline. Personally verify that pump meters are "zeroed" before fueling starts, and personally verify the number of gallons delivered when fueling is completed. Check fuel level after the aircraft has been serviced by looking in the tanks and at your fuel gauges. Drain all sumps before/after refueling to check for water or other contaminants

### **FUEL EXPENSE REIMBURSEMENTS**

Should it be necessary to refuel on cross-country flights, Louisiana Tech University will reimburse the pilot for the fuel and/or oil expenses. The pilot must obtain a sales receipt for the fuel from the fixed base operator. The itemized receipt should be attached to the tach sheet when it is turned in to the dispatcher. Reimbursements can be picked up from the aviation office on campus no sooner than one week after turn-in. Only fuel and oil expenses are reimbursed. Other items such as pilot supplies, charts, clothing, souvenirs, and food, should be paid for separately and are the responsibility of the pilot.

### **SERVICING AIRCRAFT WITH OIL**

Flight instructors will instruct all flight students on the proper oil servicing procedures. When servicing the aircraft with oil, follow these guidelines:

Obtain the oil and funnel from flight operations and ensure that the oil conforms to the "approved oils" listed in the AFM. Check the MIL SPEC numbers on the oil container. Check

the engine time in the aircraft records to determine what type of oil is required. The minimum oil that Tech airplanes will be flown with is 6 quarts.

## **SERVICING SUPPLIES**

Every aircraft at Louisiana Tech University is equipped with servicing supplies to help instructors and students service the aircraft properly. After every flight the student should ensure the windshield is clean, trash is cleaned from the aircraft, and the supplies listed below are accountable in the box itself (to include fresh oil—if used). Failure to comply with these procedures will result in disciplinary action.

Each box should include:

- Oil
- Funnel
- Fuel Strainer
- Paper Towels
- Windshield Cleaner
- Windshield Cloth
- Bungee strap

# SECTION 4: INOPERATIVE INSTRUMENTS AND EQUIPMENT

## MAINTENANCE DISCREPANCY REPORT (MDR)

Pilots of Louisiana Tech University aircraft must report any mechanical, electrical, flight control discrepancies, or damage to the aircraft immediately upon detection. Failure to report maintenance discrepancies may result in dismissal or other disciplinary action.

Maintenance discrepancy report (MDR) forms are available from the dispatcher, and will be used by reporting pilots. **If more than one discrepancy is found for a particular aircraft, use a separate MDR form to report each discrepancy.** After completing the MDR form, the reporting pilot will turn it in to the dispatcher, who will then not dispatch that aircraft until a supervisor has determined the status of the aircraft and authorizes it to return to service. (For these purposes, the chief dispatcher is included as a supervisor.)

When an MDR is turned in to the dispatcher, the dispatcher will remove the aircraft from service and notify the supervisor. The supervisor will determine the status of the aircraft and indicate his determination on the report (restricted or grounded). The white and pink copies will be taken to the maintenance hangar, and if the yellow copy will be placed on the aircraft's clipboard on the wall. If the discrepancy is deferred, the MDR will remain on the aircraft's wall-mounted clipboard. If the supervisor has any question as to whether or not the aircraft should be grounded, a qualified mechanic will be consulted. The aircraft will not be dispatched until a determination of the aircraft's airworthiness can be made. The dispatcher will note the discrepancy and aircraft status in Talon/ETA. If the aircraft is grounded, it will not be dispatched until a mechanic has approved it for return to service. If the aircraft is authorized restricted operations, it will be dispatched only in accordance with that restriction.

## FLOW CHART FOR INOPERATIVE INSTRUMENTS AND EQUIPMENT

During the preflight inspection, the pilot recognizes inoperative instruments or equipment.

Is the equipment required by the aircraft's equipment list or the kinds of equipment list? (FAR 91.213(d)(2)(ii).)	If YES, the aircraft is unairworthy and maintenance is required
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If NO, is the equipment required by the VFR-day type certificate requirements prescribed in the airworthiness certification regulations? (FAR 91.213 (d)(2)(ii).	If YES, the aircraft is unairworthy and maintenance is required
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If NO, is the equipment required by AD? (FAR 91.213(d)(2)(iv).)	If YES, the aircraft is unairworthy and maintenance is required.
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If NO, is the equipment required by FAR 91.205, 91.207, etc.? (FAR 91.213(d)(2)(iii)	If YES, the aircraft is unairworthy and maintenance is required
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If NO, the inoperative equipment must be removed from the aircraft (FAR 91.213(d)(3)(i)) or deactivated (FAR 91.213(d)(3)(ii)) and placarded as inoperative. At this point the pilot shall make a final determination to confirm that the inoperative instrument/equipment does not constitute a hazard under the anticipated operational conditions before release for departure.

# **SECTION 5: EMERGENCIES**

## **EMERGENCY AUTHORITY OF THE PILOT IN COMMAND**

A safety of flight condition should not be allowed to become an imminent danger before the PIC or flight instructor exercises his or her emergency authority. If it is believed after evaluation of the situation that an emergency exists or will be created, the PIC should exercise emergency authority. In an emergency situation, the PIC may take whatever action deemed necessary.

## **NOTIFICATION OF AN EMERGENCY**

Emergency conditions do not require ATC clearance. However, for safety and expeditious handling during emergency conditions, it is essential that ATC be advised of the pilot's plan, intentions, or actions taken on the operating frequency, or if necessary on emergency frequency (121.50). ATC will inform all necessary agencies of emergency action by the pilot. If in the local area and time and circumstances permit, Tech Flight Operations should be notified on 123.50.

## **DIVERSION TO AN ALTERNATE AIRPORT OR OFF-AIRPORT LANDINGS**

Emergencies that require recovery at an alternate airport or an off-airport landing site should take the following into account:

Nature of the emergency / irregularity  
Airplane performance and time to diversion airports  
En route weather  
Terminal weather  
En route terrain or obstructions  
En route and terminal nav aids  
Number, length, width, and condition of runways  
Pilot airport familiarity  
Emergency/ medical equipment availability

## **ACCIDENT NOTIFICATION PROCEDURES**

Should an aircraft become involved in an incident/accident, the following procedures serve as a guideline.

### **Aircraft Dispatcher: The First Responder**

Promptly, upon learning of an incident or accident involving a school airplane, the dispatcher will record the following information of the person calling:

1. Name, location, and telephone number of contact.
2. The best estimate of the situation.
3. Keep the caller on the telephone and notify the Chief Instructor or assistant.

Next, gather the pilot and aircraft records and give them to the Chief Instructor or Assistant Chief. DO NOT openly speculate about what happened or give out information to any media. Most often, initial information is incomplete, confusing, and contradictory. The dispatcher will

refer all inquiries of the incident/accident to the Chief Pilot or Assistant Chief, who will only discuss the matter with the Department Head or government authorities. The dispatcher may be required to serve as an assistant during the situation.

**Chief Instructor/Assistant Chief:**

The Chief Instructor and Assistant Chief will immediately notify each other and the Department Head.

The Chief Instructor/Assistant Chief should log the name, telephone number, and address of each person and request the reason for their inquiry or interest in the event. An example of a response to a call: "May I ask the reason for your interest or concern of the incident or accident?"

Generally, an example of the Chief Instructor/Assistant Chief response to an inquiry will be: "An incident/accident has occurred and an official investigation is under way. Additional information will be made public when more is known." If necessary, a university official will respond to a call when time permits.

The Chief Instructor will coordinate efforts with and Department Head and appropriate authorities for search and rescue efforts. Notification of the FAA and NTSB will be made as soon as practical and appropriate procedures followed. The Chief Instructor will conduct an investigation.

The procedures are usually:

1. Securing any and all aircraft and flight records.
2. Site inspection with tape, camera, and maps.
3. A record of weather conditions reported.
4. Written statements and interviews of witnesses.
5. Written statements and interviews of pilot(s).

**Pilots will review 49 CFR 830 for applicable definitions that relate to aircraft accidents.**

**PHONE NUMBERS**

Louisiana Tech University Flight Operations (airport):	(318) 257-5080
Professional Aviation Office (campus):	(318) 257-2691
Ruston Aviation (RSN FBO):	(318) 251-9098
Monroe Tower:	(318) 327-5600
Ruston Police:	911 or 255-4141
Ruston Fire Department:	911 or 255-4762
Flight Standards District Office:	1-800-821-1960

**FLIGHT DEVIATION REPORT PROCEDURES**

**Aircraft Flight Operation Policy**

All pilots will operate Louisiana Tech University Flight School aircraft in accordance with flight procedures and limitations contained in Airplane Flight Manual. Only those maneuvers contained in the AFM are approved for flight in the aircraft. In the event of an unintended

maneuver that exceeds the procedures contained in the Airplane Flight Manual, the pilot will treat the event as a deviation from aircraft limitations.

### **Policy for the Report of Deviation From Aircraft Limitations**

In the event of an inadvertent deviation from the limitations contained in the Airplane Flight Manual, the pilot is required to report the incident immediately to the Chief Instructor. The policy of the school will be to immediately ground the aircraft for an inspection. In addition to the oral report, the pilot will submit both an oral and written report explaining the circumstances regarding the incident. The aircraft will return to service upon completion of an inspection in accordance with recommendations provided by the Cessna Aircraft Manufacture.

### **Policy and Procedures for Filing a Deviation Written Report.**

The pilot shall submit a written report on the flight school Deviation Report form. A written report will be presented to the Chief Instructor if there are any unusual or inadvertent deviations from the Pilots Operating Handbook, Airplane Flight Manual, this manual, Federal Aviation Regulations, or other incident of which the Chief Instructor should be aware. Each person involved or witness to an accident, incident, or deviation of the rules, policies, and/or procedures will report to the Chief Flight instructor.

### **Disclosure Policy and Procedures for Reporting Violation of Federal Aviation Regulations.**

The pilot involved with an FAR violation should submit the NASA Report (as described in 14 CFR 91.25) as soon as possible after the violation and, if necessary, submit a Disclosure Report to Federal Aviation Administration, Flight Standards District Office in Baton Rouge.

### **Ethics**

Ethics in the management of the flight school and training of the students plays an important part in the school operations. Pilots are trained to follow rules, document flights in aircraft logs, pilot records, and submit reports. It must be emphasized that pilots are constantly learning from new experiences and deviations are probable. When deviations are reported, the report to the school will help bring closure to the incident. Ethics, flight safety, and professionalism in the operations of the flight school are paramount. Positive reinforcement is the preferred consequence in the conduct of our operations.

### **LTU Flight Deviation Report**

This form is completed after any flight deviation by a student or flight instructor. After completion, it will be turned in to Dispatch upon return to Flight Ops.



# **SECTION 6: STANDARDIZATION AND FLIGHTY SAFETY**

## **MINIMUM ALTITUDES**

The minimum altitudes specified in FAR 91.79 will be observed, **however, no Louisiana Tech University aircraft may operate at an altitude below 1,000' AGL except when performing landings at established airports and when performing Eights on Pylons.**

Flight instructors are required to instruct students in simulated emergency landings while over established airports where the landing can actually be performed all the way to touchdown. Simulated engine out and partial power approaches and landings should be performed using throttle reductions only. Shutting off mixture, fuel valves, or magnetos will not be performed. During long power off glides, the engine should be cleared by briefly opening the throttle to 1,500 RPM at least once every 500' of altitude lost.

Ground reference maneuvers shall be performed no lower than 1000' AGL (except for Eights on Pylons), and no nearer than one mile from any structure taller than a two-story building or to buildings that are occupied by people or animals.

## **AVOIDANCE OF OTHER AIRCRAFT**

The pilot in command (PIC) is responsible for seeing and avoiding other traffic. Being in radar contact with ATC, or on an instrument flight plan does not relieve the pilot of the responsibility to see and avoid other traffic. View limiting devices will be used only on dual flights or when an authorized safety pilot is present.

## **POSITIVE EXCHANGE OF FLIGHT CONTROLS**

Reference AC 61-115: This advisory circular provides guidance for all pilots, especially student pilots, flight instructors, and pilot examiners, on the recommended procedure to use for the positive exchange of flight controls between pilots when operating an aircraft.

During flight training, there must always be a clear understanding between students and flight instructors of who has control of the aircraft. Prior to flight, a briefing should be conducted that includes the procedure for the exchange of flight controls. A positive three-step process in the exchange of flight controls between pilots is a proven procedure and one that is strongly recommended.

When an instructor is teaching a maneuver to a student, the instructor will normally demonstrate the maneuver first, and then have the student: follow along on the controls during a demonstration and, finally the student will perform the maneuver with the instructor following along on the controls. When the flight instructor wishes the student to take control of the aircraft, he/she says to the student, "You have the flight controls." The student acknowledges immediately by saying, "I have the flight controls." The flight instructor again says, "You have the flight controls." During this procedure, a visual check is recommended to see that the other person actually has the flight controls. When returning the controls to the instructor, the student should follow the same procedure the instructor used when giving control to the student. The

student should stay on the controls and keep flying the aircraft until the instructor says, “I have the flight controls.” There should never be any doubt as to who is flying the airplane.

Flight instructors should always guard the controls and be prepared to take control of the airplane. When necessary, the instructor should take the controls and CALMLY announce, “I have the flight controls.” The student will immediately acknowledge and relinquish control, allowing the instructor full and effective control of the aircraft. Anxious students can be incredibly strong and usually exhibit reactions inappropriate to the situation. If a recovery is necessary, there is absolutely nothing to be gained by having the student on the controls and having to fight for control of the aircraft.

Students should never be allowed to exceed the flight instructor's limits. Flight instructors should not exceed their own ability to perceive a problem, decide upon a course of action, and physically react within their ability to fly the airplane.

Students freezing on the controls has resulted in fatalities at other pilot schools. If a student should ever fail to relinquish the flight controls upon command, he/she will be counseled by the Chief Instructor. If the behavior ever recurs, the student will be removed from the program.

## **PREFLIGHT INSPECTION PROCEDURES**

- All aircraft preflight inspections will be conducted in accordance with the applicable aircraft checklist.
- All required documents including aircraft (14 CFR 91.9, 91.203) and personal documents (14 CFR 61.3) are required to be aboard before flying. Contact Dispatch if any documents are missing.
- Hobbs Readings
  - If there is any discrepancy between the Hobbs meter for a particular aircraft and the dispatch paperwork, the error must be resolved before aircraft operation.
  - If the aircraft is operated without resolving any noted error, the last pilot to fly the aircraft will be responsible for and charged for the flight time.
- Ensure the aircraft is free of trash and all loose objects are secured.
- Ensure the aircraft windows are clean.
- Fuel samples and oil supply
  - Fuel samples should be taken before every flight.
  - Uncontaminated fuel is returned to the tank.
- During cold weather (below freezing), pilots will ensure there is no frost on the aircraft.

## **GROUND AND FLIGHT OPERATIONS**

Before leaving the parking place after engine start, test the brakes by allowing the aircraft to move slowly forward, then stopping it with the brakes. If either or both brakes fail to work properly, shut the engine down immediately. Secure the airplane and report the discrepancy to the dispatcher. Taxi no faster than you can walk within the parking areas and at a safe speed on the taxiways. Do not run checklists while taxiing. Instead, stop the aircraft in a safe spot, and devote full attention to the checklist. Be aware of what is behind the aircraft and where you are directing the prop blast. When returning to the parking area, give way and stop for aircraft

leaving the ramp. Taxi accidents are always 100% pilot error. Use minimal braking during these operations. Taxiing at more than 1,000 RPM is unnecessary.

### **Procedures for Starting and Taxiing Aircraft**

#### Engine Starting Procedures

- Engine start will be in accordance with the pilot operating handbook or the provided checklist.
- The parking brake will be set before engine start.
- The anti-collision light system will be activated and the area cleared by calling “clear” out of the pilot’s window. At night, the navigation or position lights will be turned on.
- Cold weather starts will be in accordance with the pilot-operating handbook.
- After starting, taxi forward and immediately perform a brake test.

#### Taxi Procedures

- Always taxi with the least power setting possible and no faster than a brisk walk, in order to avoid excessive wear of brakes.
- When taxiing a multi-engine aircraft, use differential power to assist in turning the aircraft.
- Make sure the flight controls are placed in the correct position relative to present winds.
- Differential braking turns should be avoided if possible.
- Students and instructors should be familiar with the approved aircraft marshaling hand signals contained in the Aeronautical Information Manual (AIM).

### **Avoidance of Other Aircraft in Flight and on the Ground**

- Each pilot is responsible for collision avoidance in flight and on the ground.
- Each occupant of an aircraft is responsible for assisting the pilot and noting conflicting traffic.
- Collision avoidance in flight
  - Strobes will be used at all times while airborne, unless their use creates a hazard.
  - Position lights will be used from sunset to sunrise.
  - Pilots will know and comply with rules specified in FAR 91.111, and 91.113.
  - Pilots/occupants will maintain a continuous scan for other aircraft unless wearing a view-limiting device.
  - Pilots on training flights in the local practice areas will:
    - Remain in their assigned practice area at all times.
    - Maintain listening watch on dispatch frequency.
    - Report leaving a practice area to dispatch.
    - Use the practice areas as assigned by Dispatch.
  - Traffic Pattern Operations
    - Will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Airport Facility Directory.
    - Landing lights will be on for departure and when entering a traffic pattern, as well as within 10nm of an airport.
  - No aircraft will be operated in formation flight without approval and pre-brief by the Chief Instructor.

- Collision Avoidance on the Ground
  - Most aircraft structural incidents occur on the ground.
  - Vigilance while taxiing must be exercised by all occupants.
  - Landing/taxi lights will be on during operations on the ground only at night and should be turned off if in the path of another aircraft landing.

### **Pre-Takeoff Checks**

Pre-takeoff checks will be accomplished in accordance with the applicable checklist contained in each aircraft.

- All aircraft ground checks (run-ups) will be accomplished at the run up area (hold short line for the runway chosen), angled 45 degrees toward the final approach course into the wind for the active runway, if possible, in order to view inbound traffic.
- Any aircraft failing an engine run-up will be taxied down the active runway announcing their intentions over the CTAF or the shortest route back to parking if there are no other aircraft in the vicinity.

### **Takeoffs and Landings**

- Except in an emergency, or upon the request of an FAA Inspector or Designated Examiner giving a flight evaluation, no aircraft will be landed at any area other than the approved airports, unless special authorization is gained from the Chief Instructor in advance.
  - Solo and dual training flights are authorized to make touch and go landings during the day only.
- Rejected Landings (Go-Around)
  - All solo go-arounds will be done by maintaining runway heading until reaching at least 800 ft AGL before turning crosswind.
- No student, while acting as the pilot-in-command, may perform an intersection takeoff.
- Grass field landings/take-offs may be performed when approved by the Chief Flight instructor.
- Use of Brakes
  - Excessive heavy braking in any situation, other than short field landing practice or in an emergency, is prohibited.

### **Post Flight Inspection**

- Before leaving any airplane the Pilot-in-Command or flight instructor will perform a Post Flight Inspection by the following the checklist.
- Before departing the airport the airplane will be locked and all records secured.

### **USE OF AIRCRAFT LIGHTS**

Operate exterior lights as follows:

1. Turn on the rotating beacon whenever an engine is running.
2. Navigation lights are operated in accordance with 14 CFR 91.209.
3. Strobe lights should not be illuminated during taxi.
4. Rotating beacon and strobes may be turned off in IMC.
5. Extinguish landing/taxi lights when stationary.

6. When entering a runway to takeoff, or when taxiing into position and holding for takeoff, illuminate one or more landing lights and all other exterior lights. Strobe lights should not be illuminated if they will adversely affect the vision of other pilots.

## **USE OF CHECKLISTS**

All aircraft operated by Louisiana Tech University Department of Professional Aviation must have on board an approved checklist. The checklist will be used as a training aid as well as a safety measure.

The pilot in command is responsible for ensuring the checklists are used in the prescribed manner.

The Tech checklist has been compiled from the factory data and pertinent regulations, rules and procedures. The checklist is subject to change as experience dictates.

## **PRACTICE AREAS**

Practice areas have been established to avoid concentration of training flights in one area, and so that students in the pre-Private stage of flight training remain within 25 nautical miles of Ruston. Each practice area is located where an airport is on its outer boundary, which can be used should a diversion be necessary due to unfavorable conditions at Ruston. Keep in mind that student pilots must be properly endorsed by their flight instructor to practice takeoffs and landings at these boundary airports. It is important that pilots engaged in local training flights remain within the boundaries of their assigned practice areas in order to avoid potential conflicts.

### **Northeast Area**

From RSN - a straight line extending east from RSN to the town of Calhoun, from Calhoun a straight line extending north to the Farmerville airport, then a straight line extending northwest to the town of Bernice, from Bernice a straight line extending south to the town of Ruston.

### **Northwest Area**

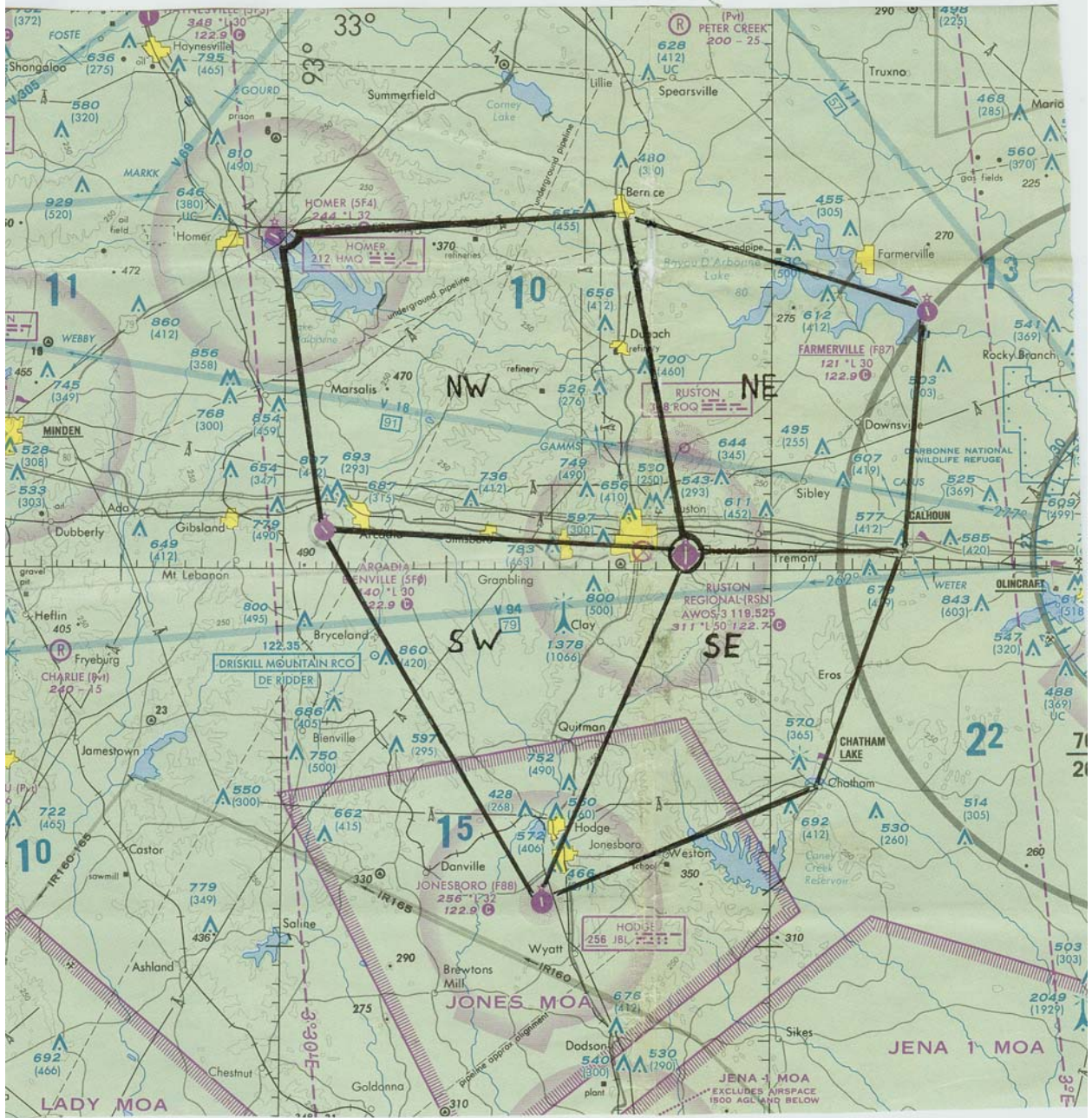
From RSN - a straight line extending west from RSN to the Arcadia airport, from the Arcadia airport a straight line extending north northwest to the Homer airport, then a straight line extending east to the town of Bernice, and from the town of Bernice, a straight line extending south to the town of Ruston.

### **Southeast Area**

From RSN - a straight line extending south southeast from RSN to the Jonesboro airport, from the Jonesboro airport a straight line extending east northeast to Chatham Lake, then a straight line extending north to the town of Calhoun, and from Calhoun a straight line extending west to the Ruston airport.

### **Southwest Area**

From RSN - a straight line extending south southeast from RSN to the Jonesboro airport, from the Jonesboro airport a straight line extending west northwest to the town of Bienville, from the town of Bienville a straight line extending north to the Arcadia airport, and from the Arcadia airport a straight line extending east to the Ruston airport.



## APPROVED CROSS-COUNTRY AIRPORTS

Pre-Private solo airports should be selected based on its distance from Ruston, class of airspace in which the airport lies (C, D, and E), and navigational aids en route. Airports for cross-country destinations should be chosen from the following list. The Chief Instructor may approve other destinations.

CITY	IDENTIFICATION	AIRSPACE
Alexandria, LA	ESF, AEX	D
Camden, AR	CDH	E
Shreveport, LA	SHV, DTN	C
Jackson, MS	JAN, HKS	C
Little Rock, AR	LIT	C
Longview, TX	GGG	D
Texarkana, AR	TXK	D
Natchez, MS	HEZ	E
Vicksburg, MS	VKS	E
Monticello, AR	MON	E
Hot Springs, AR	HOT	E
Pine Bluff, AR	PBF	E
Natchitoches, LA	IER	E

Commercial and Instrument stages. Airports should be selected based on its distance from Ruston, the availability of instrument approach procedures, and range of aircraft. Airports should also be selected based on the availability of fuel on the field. The Chief Instructor must approve destinations beyond 300 miles from Ruston.

## POSTFLIGHT PROCEDURES

Professional pilots ensure their aircraft is secured and policed prior to leaving it. After flight, pilots will install gust locks, refasten pitot tube covers, remove garbage in, on, or around the aircraft, lock aircraft doors, call for fuel if appropriate, and return the aircraft box to the storage closet. Boxes will be cleaned and replenished with supplies as necessary after each flight. Failure to accomplish the above displays a lack of effort and caring, and will result in counseling and documentation by the Chief Instructor. If the behavior is repeated, it will result in removal from the flight program or termination of employment, as applicable.

## LOGGING OF PILOT TIME

Every sortie flown will have one pilot in command designated in accordance with 14 CFR 1.1. On dual flights, this person is the CFI. In the case of two rated pilots flying together, it will be clearly defined in the preflight brief. Personnel are encouraged to log this time in a separate column in their logbooks, as it is (generally) what airlines are asking for on job applications. Personnel are encouraged to start this column now, while they are relatively low-time. Student pilots only log Part 1 PIC when they are the sole occupant of the aircraft.

Private or commercial pilots also log PIC in accordance with 14 CFR 61.51. This means pilots log PIC when acting as sole manipulator of the flight controls in an aircraft for which they are rated (or, in the case of a complex aircraft, endorsed), even while receiving dual instruction.

Per the Baton Rouge FSDO, private pilots **are** allowed to log Part 61 PIC while on an IFR flight plan or in IMC, when receiving instrument instruction (assuming they're rated in the airplane.) Pilots are, again, encouraged to log Part 61 PIC time in a separate column in their logbooks, for the purpose of filling out FAA Form 8710. Student pilots log Part 61 PIC only if they are the sole occupant.

In the case of pilots flying under simulated instrument conditions with a safety pilot, the safety pilot is the Part 1 PIC, while the pilot training logs Part 61 PIC.

## **CONCLUSION**

Flight safety is paramount. Louisiana Tech University has operated its flight operation for over 40 years with very few accidents, incidents, and fatalities. This has happened due to the dedication and airmanship of Tech's instructor force. Adherence to the foregoing procedures will assist all personnel in maintaining a good safety record.