WALLA WALLA UNIVERSITY
AVIATION PROGRAM
STANDARD OPERATING PROCEDURES

WWU SOP
2023-2024

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1. GENERAL INFORMATION

1.1. REVISIONS

LOG OF REVISIONS		
Revision #	Date	Initials
2016-2017	09/01/2016	MG/MT
2017-2018	09/01/2017	PG/MT
2018-2019	09/01/2018	MT
2022-2023	09/01/2022	PG
2023-2024	09/21/2023	NS/DP

For the 2023-2024 year, this SOP has been substantially revised and should be reviewed in its entirety.

1.2. CONTACT INFORMATION

In case of an emergency, call 911 and contact the on-call number as soon as practical.

1.2.1. Staff

Walla Walla University Flight Center
Office Hours: 9:00am – 5:00pm
509.527.2323 Dispatch
aviation@wallawalla.edu

Nathaniel Sanchez
Director of Aviation
509.540.9831 Cell
509.527.2711 Office
Nathaniel.sanchez@wallawalla.edu

Darryl Penney
Training Manager
269.944.6772 Cell
509.527.2723 Office
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Stan Holm
Maintenance Manager
509.520.8155 Cell
509.527.2322 Office
stan.holm@wallawalla.edu

Rob Holm
Chair, Department of Technology
509.527.2713 Office
Rob.holm@wallawalla.edu

WWU Department of Technology
Office Hours: 8:00am – 5:00pm
509.527.2712 Office
tech1@wallawalla.edu

1.2.2. Base of Operations

Walla Walla University Aviation is based at the Walla Walla University Flight Center, located at the Walla Walla Regional Airport, ICAO code KALW. The address of the Flight Center is:

124 W. Boeing Ave, Ste 3A
Walla Walla, WA
99362

1.2.3. Structure and Philosophy

The Walla Walla University Aviation Program conducts training under 14 CFR, Part 61.

It is not possible to write procedures to address every operational decision that a pilot will face this document sets forth policy which should be considered as a baseline in decision making.

If a command pilot determines that they need to deviate from any policy herein without unduly compromising safety, they will, prior to dispatch, obtain the review of a check pilot – preferably one with abundant experience in the type of operation under consideration. The dispatch release will then be signed by both pilots.

The Walla Walla University Standard Operating Procedures (WWU/SOP) have been carefully and thoughtfully produced by the Aviation Program Faculty in consultation with students, staff, alumni, and administration. In this document, you will find a comprehensive explanation of Walla Walla University's flight procedures, operations, and regulations. It is the responsibility of each student and WWU employee to adhere to each these regulations and procedures.

The WWU SOP is on WWU's Aviation website listed under documents. Students are required to acquaint themselves with the contents and are held accountable for all policies therein.

https://www.wallawalla.edu/academics/areas-of-study/technology/aviation

Students found to be in violation of the WWU/SOP or deemed to be unsafe may be subject to disciplinary action from the Aviation Faculty, not limited to removal from the flight schedule and dismissal from the Aviation Program, as outlined in this SOP.

WWU Standard Operating Procedure (SOP) also provides flight crews and employees with a guide to assist in effectively and safely carrying out operations.

SOPs do not overrule CFRs, common sense, good judgment, or the Emergency Authority of the Pilot in Command under 14 CFR § 91.3.

All flight courses require progress and a level of mastery for course completion, earning flight certificates and ratings, and continuation in the program. Students will be allowed to register for flight classes based on performance in prerequisite classes.

The program emphasizes the following skill sets in the education of its pilots:

> Leadership ability as demanded by today's leading aviation companies and organizations.
>
> Decision-making aptitude to assess situations and manage risk – skills that serve you well not just professionally, but in all aspects of life.
>
> Knowledge of effective resource management, human factors, and safety awareness. Critical thinking and problem-solving skills developed via computer simulations, aircraft performance, navigation, and aircraft systems operation.

To be successful in the aviation industry students must demonstrate proficiency in learning, sound judgment, safety awareness, and good moral character.

1.3. DEFINITIONS AND ABBREVIATIONS

Aviation Faculty – Refers to Nathaniel Sanchez and Darryl Penney, Faculty of Walla Walla University's Aviation Program.

ASRS – Aviation Safety Reporting System – an online system operated by NASA to collect non-punitive aviation safety data. https://asrs.arc.nasa.gov

AVIA – A Walla Walla University abbreviation to identify an aviation class.

CATS – Computer Assisted Testing Service centers are FAA authorized written test centers. Walla Walla University maintains a CATS testing center on the first floor of the Canaday Technology Center (CTC) in the Technology Department Office (CTC 100).

Commercial Pilot – A pilot who holds a qualification that permits the holder to act as a pilot of an aircraft and be paid for his/her work.

CBP – Customs and Border Protection (a division of the Department of Homeland Security) is an entity that records and processes arrivals and departures for international flights.

Check Pilot – A more experienced pilot, vetted by Aviation Faculty. Check pilots are identified on Flight Schedule Pro.

CFR – Code of Federal Regulations is the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the Federal Government of the United States.

CFI – Certified Flight Instructor who holds a qualification that permits the holder to act as an instructor for flight instruction to obtain both private and commercial ratings.

CFII – Certified Flight Instructor-Instrument is a person who is qualified to act as an instructor for flight instruction toward the instrument rating.

Crew Member – means a pilot, flight engineer, or flight navigator assigned to perform the duties in an aircraft during flight time.

Cross Country – Any flight that is conducted by a person who holds a pilot certificate that includes a landing at a point other than the point of departure that is at least a straight-line distance of more than 50 nautical miles from the original point of departure.

DPE – Designated Pilot Examiner is a person who holds a qualification that permits the holder to examine pilot and instructor candidates in efforts to obtain their certification.

D2L – Desire to Learn is an online educational system used by Walla Walla University to submit papers, homework, and quizzes electronically for classes.

Dispatch Binder – The binder that contains the dispatch sheet and keys when checking out an airplane.

Disciplinary Board/Committee – This board will consist of the aviation faculty, chair of technology, and assistant chief flight instructor when there is a need for disciplinary action.

EFB – Electronic Flight Bag is a digital form of charts and procedures required for flight.

eAPIS – The Electronic Advanced Passenger Information System is an electronic data interchange system established by U.S. Customs and Border Protection often used to provide notification of inbound and outbound international flights.

FAA – Federal Aviation Administration is the division of the Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air navigation and traffic-control facilities.

FRAT – Flight Risk Assessment Tool

FSDO – Flight Standards District Office is a local field office of the United States Federal Aviation Administration.

Flight Instructor – A person with at least a Certified Flight Instructor certificate that is authorized to provide instruction in an aircraft towards either the private, commercial, instrument, multi-engine pilot, or flight instructor certificates.

Flight Training – Training received in the air provided by an instructor that can be counted towards either the private, commercial, instrument, multi-engine pilot, or flight instructor certificates.

Flight Log – A record of flight training that the student has completed.

Flight Journal – A description of flights that have been completed towards an AVIA flight class.

Ground Training – Training received in the classroom provided by an instructor that can be counted towards either the private, commercial, instrument, multi-engine pilot, or flight instructor certificates.

Hangar – A closed building structure built to house an aircraft in protective storage.

Hangar Lockbox – The lockbox that is located on the side of the hangar. This lockbox is used for after-hours and weekend reservations. Contact the aviation faculty for the code.

IACRA – Integrated Airman Certification and Rating Application – the FAAs portal for all certificate applications.

ICAO – The International Civil Aviation Organization is a specialized agency of the United Nations organization that develops and suggests airline safety standards and practices.

IFR – Instrument Flight Rules

IMC – Instrument Meteorological Conditions - conditions where the pilot must fly by sole reference to the flight instruments.

Instrument Pilot – A pilot qualified to act as a pilot of an aircraft operating under IFR and file instrument flight plans.

Line Worker – A WWU employed individual who has received proper training to refuel, clean, and tow airplanes using the Lektro.

Lektro – An aircraft tractor designed to tow aircraft.

MEI – Multi-Engine Instructor who holds a qualification that permits the holder to act as an instructor for flight instructing multi-engine pilots.

Mission/Humanitarian Flight Training – Flight training that allows both the student and instructor to take off and land in unprepared airstrips of various lengths and widths.

NTSB – National Transportation Safety Board is an independent U.S. government investigative agency responsible for civil transportation accident investigation.

NACO – National Aeronautical Charting Office

Private Pilot – A pilot who holds a qualification that permits the holder to act as a pilot of an aircraft, transport passengers, and file VFR flight plans.

Pilot Lectures – A Walla Walla University term used to describe ground-based classroom training towards a pilot certificate or rating.

Pilot in Command –the pilot who:

(1) Has final authority and responsibility for the operation and safety of the flight;
(2) Has been designated as pilot in command before or during the flight; and

(3) Holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight.
(4) Has a current medical certificate

Student Pilot – A pilot who holds a certificate that permits the holder to act as a pilot of an aircraft conducting solo flights as authorized by their flight instructor with limitations while working toward a Private Pilot Certificate.

Shock Cooling – Refers to the concept that damage to engines may occur because of an excessively rapid decrease in temperature.

TCO – Training Course Outline refers to the outlined training requirements (training syllabus) that Walla Walla University has set forth to complete various flight courses.

TSA – Transportation Security Administration is an agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

USAIG – Walla Walla University's insurance provider for Walla Walla University owned aircraft.

VFR – Visual Flight Rules

VMC – Visual Meteorological Conditions where the pilot flies by reference to outside visual cues and landmarks.

Wing Walkers – For WWU purposes a wing walker is one who has been trained and authorized to move airplanes in and out of the hangar via the Lektro.

1.4. DRESS CODE AND PROFESSIONALISM

Flight students are expected to dress professionally for all flight-training appointments. This entails:

Clean clothes and the body. Training takes place in a small, close environment. Please practice good hygiene and be considerate to avoid using strong scents.
Non-offensive clothing that is conservative and acceptable in a professional environment should be worn.
Closed-toe shoes are always required while operating WWU aircraft.

The aviation faculty reserve the right to cancel any lesson or appointment for inappropriate dress and/or hygiene.

Spreading rumors or slander is unprofessional in any business, and as such, can be grounds for removal from the Walla Walla Aviation Program.

1.5. NEW STUDENT PROCESSING

1.5.1. Initial Requirements

Step 1: Contact your CFI and register for IACRA. Then apply for a Student Pilot Certificate. https://iacra.faa.gov/IACRA/Default.aspx

Step 2: Register with the FAA MedXPress website and obtain a flight physical. Dr. John Shannon is a flight medical examiner in Walla Walla and an appointment can be set up by calling 509-897-5765. It is a required to obtain a First-class medical certificate, as future employment in the airline industry will require one. https://medxpress.faa.gov/MedXpress/

Step 3: You will be sent an invite to Flight Schedule Pro via e-mail. It is a program used for scheduling your flight lessons and it is also how we track your progress by using a TCO. You need to fill out the appropriate information to receive privileges to Flight Schedule Pro. https://app.flightschedulepro.com/App/Dashboard/

Step 4: You will be sent an invite from ForeFlight via e-mail. This software is used for flight planning, logs, weather, charts, and more. It is recommended to get at least an iPad Mini with WIFI+Cellular to use ForeFlight as a pilot. We also recommend Foreflight Pro Plus subscription. ForeFlight is also accessible from a regular computer, as well as via iPhone app.

Step 5: You will need to bring in a passport and photo identification to the WWU Flight Center. If you do not have a passport, then you will need to bring in a photo ID and birth certificate. The front desk staff will copy these documents and put them on file. They will also take a picture of you for our records.

Step 6: Notify your flight instructor when you have completed the above steps and they will log into IACRA and complete your student pilot certificate application.

1.5.2. Citizenship and TSA

Prior to beginning flight training towards a pilot certificate, all U.S. citizens must provide proof of citizenship:

Official birth certificate and Government Issued Photo ID, or,
US Passport, or,
Naturalization certificate.

Dispatch scans these documents and returns the originals.

Foreign nationals must undergo a security check administered by the Transportation Security Agency (TSA). Please meet with the Director of Aviation to begin this process.

It is important to maintain name consistency throughout your aviation career. The name on your government-issued photo ID, student pilot certificate, medical, FAA knowledge test application and FAA pilot application must be THE same and must be supportable by official documents such as birth certificates, marriage certificates, official name change documents, etc. Any inconsistencies should be resolved as soon as possible.

1.6. SOCIAL MEDIA

All students and employees of Walla Walla University Aviation must comply with the Social Media Policy.

In the event of an accident or incident involving Walla Walla University aircraft, no postings to social media will take place excluding applicable releases from University Relations and the Director of Aviation.

Social media posts, including Facebook, Snapchat, Instagram, Tumblr, Twitter, and Flickr should be tasteful and project a positive light of aviation and the Aviation Program.

At no time will the safety of flight be compromised to take photographs or post information on social media.

Suspected violation of this may result in an investigation and possible disciplinary action.

1.7. DRUG AND ALCOHOL POLICY

Part of Walla Walla University's mission is a commitment to providing an atmosphere of creative learning and healthful living for students. The personal hazards involved with substance abuse and the detrimental effects such abuse has on others undermine the commitment to students. Therefore, WWU upholds policies that prohibit the use of alcohol, tobacco, and unlawful drugs. Students are expected to practice this lifestyle both on- and off-campus. Further information on this topic can be found in the WWU Student handbook.

At no time will alcohol be consumed or transported while onboard university aircraft or while on university grounds, including the Flight Center complex.

Pilots are expected to adhere to 14 CFR § 91.17(b) and not transport intoxicated passengers.

Smoking, including the use of electronic cigarettes, is prohibited in both University aircraft, as well as University grounds, and the Flight Center.

In compliance with 14 CFR § 91.19, no student may operate WWU aircraft with the knowledge that narcotics, marijuana, and depressant or stimulant drugs or substances as defined in Federal and/or State statutes are carried in the aircraft.

2. ACADEMICS

2.1. AVIATION COURSE LISTING

Walla Walla University offers training in the following aviation courses:

Private Pilot, Airplane Single-Engine Land (ASEL) Certificate
- AVIA 140, Survey of Aviation
- AVIA 141, Private Pilot Lectures
- AVIA 142, Private Pilot Flight Training I
- AVIA 143, Private Pilot Flight Training II
- AVIA 144, Private Pilot Flight Training III

Instrument Rating - Airplane
- AVIA 261, Instrument Pilot Lectures
- AVIA 262, Instrument Flight Training
- AVIA 263, Advanced Instrument Flight Training
- AVIA 264, Cross Country Flight

Commercial Pilot, Airplane Single-Engine Land (ASEL) Certificate
- AVIA 325, Advanced Cross Country Flight
- AVIA 334, Commercial Pilot Lectures
- AVIA 335, Commercial Pilot Flight Training
- AVIA 336, Advanced Commercial Pilot Flight Training

Commercial Pilot, Airplane Multi-Engine Land (AMEL) Certificate
- AVIA 340, Multi-Engine Flight Training

Certified Flight Instructor, Airplane Single-Engine Land Certificate
- AVIA 356, Principles of Flight Instruction
- AVIA 357, Flight Instructor Training I
- AVIA 358, Flight Instructor Training II

Certified Instrument Flight Instructor Certificate
- AVIA 458, Instrument Flight Instructor Training

Certified Multi-Engine Flight Instructor Certificate
- AVIA 460, Multi-Engine Flight Instructor Training

Additional courses include:
- AVIA 110 – Introduction to Flight
- AVIA 125 – Air Traffic Control & Airspace

AVIA 234 – Aviation Weather
AVIA 337 – Mission/Humanitarian Flight Training
AVIA 355 – Aviation Safety
AVIA 450 – Aviation Law & Regulations
AVIA 455 – Crew Resource Management

2.2. AVIATION PRACTICUM AND CROSS-COUNTRY COURSEWORK

2.2.1. Aviation Practicum

The Aviation Program offers two practicum courses, AVIA 280, Practicum, and AVIA 480, Advanced Practicum. These courses can be completed as Practicum-Flight or Practicum-Work.

AVIA 280 Practicum-Flight can be completed in any aircraft and requires 20 hours of flight.

AVIA 280 Practicum-Work is maintenance assistant work in cooperation with the Maintenance Manager, as approved by the Director of Aviation

AVIA 480 Practicum-Flight must be completed in the Piper Arrow, or Beech Duchess, and requires 20 hours of flight.

AVIA 480 Practicum-Work is flight instruction work in cooperation with the Director of Aviation, as approved by the Director of Aviation.

All courses require at least a flight or work log and journal, which are submitted to the Director of Aviation. The deadline for these flights and logs is the Friday before finals week at 4:00 PM. Late submissions will not be accepted.

2.2.2. Cross Country Courses

Two cross country courses are designed for students to gain more experience to meet FAA requirements for further certificates. The courses are:

AVIA 264 Cross-Country Flight.
AVIA 325 Advanced Cross-Country Flight.

Navigation logs, weather briefings, and flight logs are required to be submitted for grading. Maintain these logs in a PDF format and submit to the Director of Aviation via D2L no later than the Friday before finals week at 4:00 PM. Any flying after this date may be submitted the Tuesday of finals week at 10:00AM. Late submissions will not be accepted.

2.3. MEDICAL REQUIREMENTS

New flight students should make an appointment to obtain a student pilot certificate and FAA medical certificate as soon as possible.

The minimum class of medical required is a first class.

Students using VA funding must have at least a second-class medical certificate to receive VA benefits.

It is highly suggested that all students obtain at least a first-class medical initially, to ensure it's possibility for future employment in the airline world.

Only doctors who are aviation medical examiners (AME) are authorized to give FAA medical exams. AMEs can be located using the FAA listings: https://www.faa.gov/pilots/amelocator AVIA 140, Survey of Aviation, involves scheduling a medical as part of the grade for that class. If a student is not enrolled in this class before they start training, they will need to make this medical exam appointment immediately.

Students without medicals will not be placed on the flight schedule. Aviation Faculty will handle special circumstances on a case-by-case basis.

Students judged to be medically ineligible should consult the aviation faculty of the Aviation Program.

2.4. AVIATION ADVISING AND CLASSES

2.4.1. Advising Meetings

Academic advising will take place prior to the signup date for the applicable year of university.

Graduating seniors, seniors, and juniors will plan to meet with the advisor within the first 3 weeks of the quarter in preparation for class enrollment.

Sophomores will plan to meet with the advisor by the end of week 5 of the quarter in preparation for class enrollment.

Freshmen will meet with the advisor prior to the end of autumn quarter classes to receive advisor clearance. After this, they will plan to meet with the advisor by the end of week 6 in preparation for class enrollment.

2.4.2. Senior Outlines

Senior outlines are required 2 quarters prior to expected graduation. When possible, all academic courses required to graduate will be enrolled prior to commencing the senior outline process.

The senior outline process is:

Enrollment in all final academic courses
Request for Senior Outline from Academic Records

Review by Aviation Academic Advisor
Concurrence by Chair of Technology
Submission to Academic Records

It is often not possible to fully enroll in all flight classes due to prerequisite requirements. Therefore, flight classes will be penciled in by the aviation advisor and updated as necessary with the Change of Senior Outline form.

2.5. AVIATION COURSE PREREQUISITES

All aviation flight courses require Department Consent from Aviation Faculty to enroll.

A student may not enroll in more than 2 (two) flight classes in one quarter, including incomplete courses from previous quarters.

At no time will a student be permitted to enroll in any aviation flight courses without meeting the prescribed prerequisites.

The aviation flight class prerequisites are:

AVIA 142, Private Pilot Flight Training I	Aviation Medical, Pilot Certificate, TSA approval
AVIA 143, Private Pilot Flight Training II	AVIA 142 Complete & FAA Private Written Passed
AVIA 144, Private Pilot Flight Training III	AVIA 143 Completed
AVIA 262, Instrument Pilot Flight Training	Hold valid ASEL Certificate & Current Medical
AVIA 263, Adv Instrument Pilot Flight Training	AVIA 261 & 262 & FAA Airplane Instrument Written Passed
AVIA 264, Cross Country Flight	Hold valid ASEL Certificate & Current Medical
AVIA 325, Adv Cross-Country Flight	Hold valid ASEL Certificate & Current Medical
AVIA 280, Practicum - Flight	Hold valid ASEL Certificate & Current Medical
AVIA 335, Commercial Pilot Flight Training	Hold valid ASEL & Instrument Rating & Current Medical
AVIA 336, Adv Commercial Pilot Flight Training	Completion of AVIA 335 Completion of Commercial Pilot - Airplane knowledge test or taken concurrently with AVIA 334, Commercial Pilot Lectures
AVIA 337, Mission/Humanitarian Flight Training	Completion of Private Pilot - Airplane SEL Certificate
AVIA 340, Multi-Engine Flight Training	Completion of Commercial Pilot - Airplane SEL Certificate

AVIA 357, Flight Instructor Training I	Completion of Commercial Pilot - Airplane SEL Certificate
AVIA 358, Flight Instructor Training II	Completion of TCO Stage I and AVIA 356
AVIA 458, Instrument Flight Instructor Training	Completion of CFI - Airplane Certificate or as faculty approved
AVIA 460, Multi-Engine Instructor Flight Training	Completion of CFI - Airplane Certificate and Commercial Pilot - Airplane MEL Certificate, or as faculty approved
AVIA 480, Adv Practicum - Flight	Completion of Private Pilot - Airplane SEL Certificate and AVIA 335

2.6. STAGE CHECKS AND END OF COURSE CHECKS

Stage checks and End of Course checks are internal gateways designed to validate a student's progress and ensure students have the greatest chances of success. Stage checks are performed by CFIs that have been designated by Faculty as "Check Pilot", or the Aviation Faculty themselves. A stage check also gets another experienced pilot's view of a student and their abilities. As pilots, we should always look for feedback on our own skills and abilities in our continual improvement process.

Stage checks are not an official FAA Evaluation.

Students must take the applicable stage written exam before the stage check.

2.6.1. Stage and End of Course Checks required:

AVIA142 (Private Pilot Flt Tng I) – Prior to AVIA 143 (Private Pilot II)
AVIA143 (Private Pilot Flt Tng II) – Prior to first Solo
AVIA144 (Private Pilot Flt Tng III) – Prior to scheduling checkride
AVIA262 (Instrument Flt Tng)– Prior to starting approaches
AVIA263 (Adv Inst Flt Tng) – Prior to scheduling checkride
AVIA335 (Commercial Flt Tng) – Completion of complex checkout
AVIA336 (Adv Comm Flt Tng)– Prior to scheduling checkride
AVIA340 (Multi Flt Tng) – Prior to scheduling checkride
AVIA357 (Flt Inst Tng) – Completion of Stage I
AVIA358 (Adv Flt Inst Tng) – Prior to scheduling checkride
AVIA458 (Instrument Inst Flt Tng) – Prior to scheduling checkride
AVIA460 (Mult Eng Flt Inst Tng) – Prior to scheduling checkride

FAA checkrides should not be scheduled prior to the completion of the End-of-Course Check.

CFIs will arrange a stage check or end of course check with an appropriate Check Pilot.

If a student would not pass a checkride, do not send them for an end of course check.

A WWU flight instructor shall prepare each student for his/her stage check. This includes:

Making sure the student has required items for the stage check (plotter, flight computer, hood, approach plates, etc.).

Make sure the student's TCO is completed.

Make sure the person administering the stage check or end-of-course check has signed the student's TCO at the completion of the check.

When arranging a cross-country stage check, be sure the student has planned the flight ahead of time. There will not be enough time during the stage check to wait for the student to plan a flight.

2.7. ATTENDANCE POLICY

Aviation students should plan on flying at least three (3) times per week. If you are unable to schedule flight time, you may be ineligible to take flight courses. Most flight courses also have lessons that must be flown outside of the normal daytime slots, including night flights and cross-country flights. Additionally, students are encouraged to fly outside of their normal slots (Sundays and after hours) to make up for canceled lessons due to weather, aircraft availability, etc.

When applicable, students are encouraged to fly one or more times per week on their own practicing applicable maneuvers.

In the event of sickness, an accident, or extreme weather – contact your instructor.

Professional pilots plan, and when plans change, they communicate. Practice good communication with your primary instructor.

Students are required to be on time and be prepared for all scheduled flight and ground sessions. If a student is (15) minutes late for a scheduled flight or delays progress due to unpreparedness, it may be recorded as a "no show" and the aircraft becomes available on a first come, first serve basis. It is highly encouraged if a student will be more than 15 minutes late for a lesson that they contact their flight instructor.

"No Shows" and reservations not canceled more than 24 hours in advance may result in the student charged an amount of aircraft rental and/or instruction time, as determined by the aviation faculty. "No Shows" prevent the airplane from being used by someone else and have a cascading negative effect on other students and the program.

It is the intent of the Aviation Program to complete aviation courses in a one-quarter period. The cooperation of flight students is needed to accomplish this, and "no shows" will not be tolerated. Each “no show" impacts your grade.

Aviation Faculty will take further corrective action after the third "no show” by cancelation of future reservations. At this point, the student will be required to meet with the Faculty to discuss the future of their flight training. Should flight training then resume, a fifth no-show in one quarter can result in elimination from the academic course and a grade of "F."

2.8. AVIATION HOMEWORK AND BRIEFINGS

Each academic course has required homework and briefings. These must be submitted to D2L by the Sunday before dead week (Sunday before week 10) at 11:59 PM. This is required regardless of a request for incomplete.

Each student is required to have viewed the appropriate syllabus in Brightspace and reviewed the training course outline for their course in Flight Schedule Pro. A homework set accompanies the TCO, and students are expected to have the corresponding homework done prior to each flight.

Homework or briefings are assigned for most flight classes. Completion of the homework assignments is a portion of the class grade. Homework assignments are listed in the class syllabus, and available through D2L.

If a student is found to be in an unprepared state for a lesson and it is obvious they have not studied the required homework, they may be sent home while being billed for the 2-hour lesson slot.

It is the individual’s responsibility to complete the required homework, however, instructors may inquire about student homework at least weekly. A lack of instructor inquiry does not negate student responsibility.

Homework will be accepted within 2 days of the due date (Tuesday of week 10 at 11:59 PM). This will be subject to a 50% loss in grade. Homework submitted after the 2-day grace period will not be accepted or graded without an approved extension.

Each student is responsible for acquiring the books and materials for their classes. Review the class syllabus for a list of the materials required for each class. Take note that often there are materials that you may already possess. All required materials should be brought to each lesson or as requested by the flight instructor. It is encouraged that each student gets a sturdy flight bag for carrying flight supplies and materials.

2.9. AVIATION INCOMPLETES

Flight courses are to be completed in the quarter they are enrolled. However, at times due to student progress, weather, maintenance holdups, or extenuating circumstances it may not be possible to complete the flight class in the quarter enrolled. A student may submit a Request for Aviation Incomplete form, found at fly.wallawalla.edu/resources. If approved this permits an additional 7 weeks of the following quarter to be used to complete the grade requirements.

Note that an incomplete grade is given a default value IF to IA- depending on the amount of course completed. This default grade is calculated into the quarter GPA until the final grade is posted. This may have a negative effect on scholarship and athletic eligibility and academic warning and probation.

If a student has not completed more than ½ of the flight content they may receive an "X" grade, or unofficial withdrawal, instead of the incomplete grade.

Under extenuating circumstances, a student may request an extension of their incomplete, allowing a third quarter for the course to be completed. These forms must be submitted to the Associate Vice President of Academics for consideration.

2.10. DISCIPLINE

Walla Walla University utilizes a progressive discipline policy with multiple tiers, each increasing the applicable repercussions. The purpose of this policy is not to punish, but rather to allow students to learn from their mistakes and be given opportunity to resolve further problems.

2.10.1. Responsibility

The Walla Walla University Aviation Discipline Policy is managed by the Director of Aviation, with the assistance of the Flight Training Manager. Issues requiring further input are managed by a Disciplinary Board and, when necessary, the Chair of Technology and further areas of Academic Administration.

2.10.2. Cheating and Plagiarism

Cheating and plagiarism will be punished by the highest disciplinary action in accordance with Walla Walla University policy. For more information refer to the Walla Walla University Academic Integrity Policy, found at https://wallawalla.edu/academics/ academic-administration/academic-policies/academic-integrity-policy/.

2.10.3. Tier 1 – Verbal Counseling/Reprimand

This is the lowest level of discipline. The Aviation Faculty will issue a verbal reprimand investigating potential violations of SOPs and expectations of behavior. Notes will be recorded

and maintained in the student record folder. A Student Disciplinary Form will be completed and added to the student record folder.

2.10.4. Tier 2 – Written Warning

The Aviation Faculty will provide a written statement detailing the behavior as observed, as well as a recommended time frame within which performance must improve. A copy of the Student Disciplinary Form will be completed and placed in the student record folder. The student will sign a copy to acknowledge receipt.

Two Degrees of Written Warning:

First Degree – The student will receive their first written warning after which they will need to sign, acknowledging they have been notified of the deficiency in behavior, and given the opportunity to correct course.

Second Degree – Repeated deficient behavior can result in the second degree of written warning. After a student has received a second degree of written warning the student will need to have a scheduled meeting with an aviation faculty member on the matter and draft their own corrective action to fix the issue.

2.10.5. Tier 3 – Disciplinary Review Board

If the deviations persist, Aviation Faculty will request a Disciplinary Board review of the student. The student is brought before the disciplinary board for determination of corrective action and if a termination review will be conducted.

2.10.6. Tier 4 – Termination Review

The Disciplinary Board has determined that the student is either unsafe or has repeatedly deviated from WWU Policies or WWU SOPs and has received multiple warnings from Staff and Aviation Faculty. The student will meet with the Aviation Faculty and Chair of Technology for final consideration of termination from the Aviation Program.

2.10.7. Readmittance into the Flight Program

For readmittance into the flight program, the student will have to submit a Flight Program Readmittance Form and become reappear in front of the Disciplinary Board.

2.10.8. Examples of Behavior Requiring Disciplinary Action

Repeated Tardiness/Attendance
3 No Shows for any Reason
Unacceptable Level of Preparedness
Repeated Academic Incompletes

Unacceptable Level of Hygiene
Violation of Passenger Carry Privileges
Violation of Cross-Country Privileges
Violation and/or Abuse of Approved Airports
Violation of International Flight Regulations
Violation of Weather Minimums
Violation of Extended/Weekend Reservation Procedures
Violation of WWU Standard Operating Procedures
Conduct that is clearly unprofessional or discredits WWU

High level safety or security issues may result in immediate progression to Tier 3 or Tier 4 disciplinary action, as determined by the Director of Aviation in consultation with the Flight Training Manager.

2.11. STUDENT GRIEVANCE AND INSTRUCTORS

All University Departmental offices have an "open door" policy; students are highly encouraged to solve problems at the lowest possible level.

If a student has a concern that cannot be resolved at their primary instructor level, the next step is the Aviation Faculty (Director of Aviation or Flight Training Manager).

If a resolution is still not achieved, students are encouraged to seek redress though the Chair of Technology.

As always, the Department appreciates the opportunity to resolve conflict, but will support elevation to higher authority if necessary.

Changing from one instructor to another may sometimes be necessary for flight scheduling. If a problem exists, the instructor or student should discuss problems with the Flight Training Manager or if needed the Aviation Director.

2.12. FAA EXAMINATIONS

2.12.1. FAA Written Examinations

Following certain ground courses, a computerized FAA knowledge test must be completed. Computerized knowledge tests may be taken at any FAA authorized testing facility.

The Aviation Program operates a CATS testing center located in the Canaday Technology Center (CTC) main office. Scheduling and payment will be made using the PSA website (https://faa.psiexams.com/faa/login)

The following aviation courses require FAA written knowledge tests:

AVIA 141 - Private Pilot Airplane Written Exam (PAR)
AVIA 261 - Instrument Rating Airplane Written Exam (IRA)
AVIA 334 - Commercial Rating Airplane Written Exam (CAX)
AVIA 356 - Fundamentals of Instructing Written Exam (FOI)
AVIA 358 - Flight Instructor Airplane Written Exam (FIA)
AVIA 458 - Flight Instructor Instrument Written Exam (FII)

It is the student's responsibility to ensure that these tests are taken and passed in a timely manner. The instructor is not expected to delay flight training due to missing written exams.

2.12.2. FAA Practical Examinations (Checkrides)

Students must demonstrate their knowledge and skills to their primary CFI before being endorsed for a practical test.

Taking a check ride usually requires paying the examiner a fee, and that fee is the sole responsibility of the student. Payment is arranged between the student and the examiner and is not part of the course tuition or fees.

Funds for aviation practical tests can be withdrawn from student accounts. This should be coordinated with the Student Financial Office on the third floor of the Canaday Technology Center (CTC). Please do make these arrangements at least 3-5 days prior to any practical test.

3. AVIATION

3.1. AIRCRAFT FLEET

Walla Walla University operates the following fleet of aircraft:

5 - Cessna 172M
1 - Piper PA28R-200 Arrow II
1 - Piper PA28R-201 Arrow III
1 - Beechcraft BE-76 Duchess

WWU aircraft are grouped into Fleet Types according to performance and equipment installed. To be instrument current in a Fleet Type a pilot must receive an instrument checkout in that fleet type focusing on the unique features of the flight instrument/avionics/navigation/flight management systems.

A Fleet (C-172M): N80137, N202AM, N555SM
B Fleet (C-172M): N20544, N64233
C Fleet (PA-28R-200/201): N55696, N36024
D Fleet: (BE-76): N42RR

All aircraft operated by WWU are lightweight aircraft with marginal performance capability in the best of conditions.

The Cessna 172 is a widely used training aircraft due to its stability, safety, and ease of operation. This is the first aircraft students will learn to fly. All of Walla Walla University's aircraft are maintained and fully equipped with modern radio and navigation equipment, including Garmin G430 WAAS IFR GPS units, Distance Measuring Equipment (DME), and Garmin GTX-345 ADS-B Transponders.

The Piper Arrows are complex aircraft with retractable gear, constant speed propeller, and more power than the Cessna 172. Students utilize this aircraft when training for the Commercial Pilot Certificate and Certified Flight Instructor. WWU's Arrows are equipped with the Garmin G500TXI glass panel system including synthetic vision and NACO approach plates. It is also equipped with the Garmin GTN750 WAAS IFR GPS.

The Beechcraft Duchess is a multi-engine aircraft that used to learn the significant differences between operating a single-engine and multi-engine aircraft. The Duchess is equipped with Garmin avionics, including the GNS-530 unit, the GTX 345 ADS-B transponder and a Century III Autopilot for advanced systems training.

3.2. TRAINING DEVICES

Walla Walla University operates a FRASCA 142 TruFlite Advanced Aircraft Training Device (AATD). This trainer is capable of being configured for training in both the Cessna 172 and the multi-engine Piper Seminole. It is used for both flight training and Aviation Course Labs, including AVIA 355 Aviation Safety, and AVIA 455 Crew Resource Management.

As of 5/28/2001 the Frasca AATD has an approved FAA Letter of Authorization for the C-172R and Piper Seminole PA44 until 02/28/2026.

3.3. AVIATION SAFETY

3.3.1. Applicability

Every activity, including aviation, has inherent risks. We mitigate these risks primarily by adhering to established regulations and procedures spelled out in this document and our training course outlines.

Discussion and review of incidents and accidents that occur inside and outside the WWU program is a cornerstone to education about aircraft safety. Factual analysis is critical to safe flight operations.

3.3.2. Responsibility

Everyone is responsible for safety and risk mitigation. Those within the Aviation Program (faculty, staff, CFIs, and students) are stakeholders in helping prevent the next incident or mishap. Therefore, it is not only each person's responsibility, but it is critical that any concerns be communicated promptly to help prevent future mishaps.

Everyone is responsible for safety.

3.3.1. Safety Guidelines

Never attempt to operate an aircraft when you have a known physical or mental deficiency, such as a headache, cold, lack of adequate rest, depression, etc.

Be thorough in your pre-flight preparations by obtaining all available information concerning your planned flight, including an alternate plan of action.

Be constantly alert for other aircraft during ground and flight operations.

Always treat a propeller as though the ignition is on.

Never leave the controls of an airplane when the engine is running.

Walk behind propeller driven aircraft and ahead of jet aircraft.

For safety reasons, unauthorized students are prohibited in the WWU hangar unescorted.

Never start a WWU operated aircraft by "hand propping." Our aircraft are equipped with auxiliary power receptacles providing the option to start the aircraft using a battery cart.

Never load or unload passengers or cargo while the engine is running.

3.3.2. Reporting Safety Concerns

Never assume someone else has probably already reported something. ALWAYS REPORT!

There are numerous reporting tools available - the important thing is that you Speak Up.

Any pilot may see something concerning during a flight. If the concern is of importance to flying safety, the PIC should make a timely report direct to ATC, and then inform a CFI or a flight director of the information you passed.

Examples of items to report to ATC:

Wildlife on the airfield and birds in the area.
Deteriorating visual flight conditions (ceilings, obscuration).
Heavy rain shower or thunderstorm development.
Wind shear or greater than light chop or turbulence.
Broken or damaged airfield lighting or signage (reported to ground frequency upon taxi in or out).
Strange activity on the airfield you did not know about or anything that appears different or weird.

Examples of items to report to a CFI or Faculty:

Anything broken or not working correctly on an aircraft. Such items should immediately be reported to your CFI and when turning in your binder to dispatch. Inform the front desk staff that there is a problem with the aircraft. This will remove the aircraft from service until the squawk is resolved by deferral or maintenance. (See Aircraft Discrepancies and Maintenance section).

Confusing or misunderstood ATC clearances should be discussed with a CFI upon completion of the flight. The CFI may need to bring it to the attention of the aviation faculty.

Any security concerns, such as strangers approaching you about flying an aircraft, etc.

3.3.3. Aviation Safety Reporting System

WWU encourages the use of the NASA ASRS system – available here: https://asrs.arc.nasa.gov

3.3.4. Crew Resource Management

Open communication between multiple pilots in the cockpit is critical to dealing effectively with hazards. This holds true even between pilots of different experience levels, (i.e., Flight Instructor and Student). Recognizing that that there is an appropriate balance between assertiveness and watchfulness, Flight Instructor pilots and Student Pilots shall incorporate and encourage open communication beginning from the first training session. While recognizing that the instructor pilot is the final authority in the cockpit all pilots should remain vigilant and not hesitate to use the CUS words appropriately, (below).

To provide WWU pilots a standardized method of quickly verbalizing a perceived threat the "CUS" words will be used:

> CONCERNED – "I'm concerned by/about _____ " will be stated at the first moment a pilot perceives what may be an impending threat. Upon hearing this the Flying Pilot should work with the Monitoring pilot to understand and, if needed, to resolve any differences in situational awareness and/or the perceived threat.
>
> UNCOMFORTABLE – If the threat goes unresolved and concern remains this will be expressed by the words "I'm Uncomfortable with ____". This should alert the Flying Pilot to the elevated concern and prompt him/her to address the concern without any further delay.
>
> SAFE – "I think this is not Safe – we should ____" will be stated if a pilot perceives that the treat presents an imminent threat of incident or accident. The Flying Pilot should immediately respond to resolve the perceived threat.

3.3.5. Pilot Monitoring and Pilot Flying

If the Pilot Flying fails to perceive/respond to an obvious threat and the Pilot Monitoring feels that immediate intervention is appropriate to avoid an incident or accident, they should intervene by stating "I have the Aircraft" and taking appropriate action. (Example: The monitoring pilot sees that inadequate wingtip clearance exists during taxi. If the flying pilot fails to perceive/respond to the threat the monitoring pilot should announce "I have the aircraft" and bring the aircraft to a stop.)

3.3.6. Teaching Standard Operating Procedures

Instructor Pilots should strive by example to teach published standard operating procedures and profiles. Keep in mind however that new pilots will likely tend to confuse standard

operating procedures with an instructor pilot's personal technique; the two are not the same. Personal techniques can be helpful, but Instructors should be careful to ensure that student pilots understand when they are being shown a personal technique as opposed to being taught a standard operating procedure.

3.3.7. Sterile Cockpit

A sterile cockpit, (no extraneous conversation) shall be maintained during critical phases of flight. Critical phases on departure are from engine start until reaching 3000' AGL and on approach from 3000' AGL until engine shutdown.

3.3.8. CFIT Escape (Controlled Flight Into Terrain)

Pilots should immediately execute an escape maneuver at the first recognition of a possible CFIT encounter by either executing an immediate course reversal or an immediate maximum performance (VX) climb.

3.3.9. Cell Phones and Personal Electronic Devices

Employees of WWU Aviation:

Cell phones should not be used, except for work-related tasks.
Cell phone use in the hangar is at the discretion of the Maintenance Manager

Pilots:

Cell phone usage is prohibited in and around the aircraft.

Using your cell phone in the aircraft can become a dangerous distraction and is banned by the FCC. Usage when flying with an instructor is at their sole discretion.

When flying solo or with passengers, cellphone use is prohibited while in the aircraft.

3.3.10. Fight Safety Condition Signs

Daily, the Faculty, Maintenance Manager, CFIs and Dispatch evaluate the current and forecasted weather conditions. From their analysis, a determination of the Flight Condition is made.

At the flight center, signs are posted on the inside of the doors, as well as the dispatch desk, assigning a color-coded "safety condition". The following restrictions apply by color:

Green – All flying approved – including student pilot solos.

Yellow – Student Solo prohibited.
– Private pilot – requires approval from Aviation Faculty.
– Commercial – no approval required if within weather limits, if out of limits, approval required.
– Dual flights allowed at CFI discretion.

Red – Full Stop – no WWU aircraft flights allowed.

3.4. GENERAL PROGRAM POLICIES

Aviation Program flight students must follow all Federal Aviation Regulations (14 CFR), and comply with the designated lesson content, flight practice areas, and maneuvers.

Students that violate or fail to comply with rules, policies, and procedures will be subject to an investigation by appropriate authorities, the outcome of which will determine their future in the Aviation Program.

WWU does not provide open rental of aircraft to the public. All pilots who fly with WWU must be working toward a certificate or rating to rent a WWU aircraft.

Flight students are responsible for coordinating with an instructor to maintain current records at the Flight Center. All training flights should be recorded, including dual and solo flights.

To take off or land a WWU aircraft from the right seat flight students much have completed a "right seat checkout" with a WWU instructor.

Only a flight instructor employed by WWU may perform flight training in WWU aircraft.

3.4.1. Hangar Operations

Only authorized personnel may move aircraft in or out of the hangar. If damage results from unauthorized aircraft movement by a flight student, they may be responsible for damages.

If available, "wing walkers" shall be used to move aircraft into or out of the hangar.

Aircraft engines shall not be operated in the hangar.

3.4.2. Incidents

The Aviation Program recognizes that incidents may happen. It is the student/operator's responsibility to report any damage caused to any program aircraft or equipment. If your aircraft leaves the runway or taxiway, shut the engine down. DO NOT taxi the aircraft back onto the runway or taxiway, as this could result in more damage to the aircraft. Aviation Program personnel will arrange for recovery of the aircraft. If an aircraft incident, accident, or

damage is not reported to the Aviation Program director, the program reserves the right to take administrative action against the student.

In the case of a blown tire, do not attempt to continue to operate or move the aircraft. The tire must either be repaired where the aircraft is at, or the aircraft must be properly towed off the runway.

3.4.1. Negligence

Flight students may be responsible for the insurance deductible due to any negligent damage to the aircraft that requires an insurance claim. They are also responsible for damages to the property of others, and for injury to themselves or others that is due to their negligence.

Any expenses incurred from a negligent or careless operation that does not require an insurance claim maybe the responsibility of the flight student. This includes flat spotting tires, which will result in a fee of $300 charged to your flight account. This charge is to cover the costs of parts and labor, as well as to cover the downtime of the aircraft.

3.5. PRE- AND POST- FLIGHT

FAA flight plans must be filed for all cross-country flights in WWU aircraft.

Flight following must be requested for all cross-country flights in WWU aircraft.

Students shall check the aircraft for any stray materials, litter, etc. upon completion of a flight.

Do not put anything on top of the instrument panel as this may scratch the windshield.

3.6. STUDENT PILOT SPECIFIC ITEMS

Student pilots on solo flights must be back on the ground before official sunset.

Student pilots working toward Private Pilot Certificates on solo flights outside of the Walla Walla Valley will identify themselves as student pilots on the first contact with ATC. Example:

> "Tri-Cities Tower, Skyhawk 555SM, student pilot, ten miles east inbound for the option with information Bravo."

Student pilots will not carry passengers and will comply with 14 CFR § 61.89.

3.7. COLD WEATHER OPERATIONS

Cold weather has unique requirements – (Reference Lycoming publication "Operating in Cold Weather" and Advisory Circular 20-113. These documents are in the WWU CFI Dropbox folder "Cold Weather Ops")

Preheat should be used before starting with OAT of below 32F.

Aircraft shall be cleared of snow, ice, and frost prior to flight. Deicing fluid is available upon request from line staff.

3.8. SURFACE WINDS

WWU aircraft will not be dispatched to airports where anticipated crosswind components for the runway of intended use are greater than 15 knots or where max surface winds are anticipated to exceed 28 knots.

3.9. APPROVED AIRPORTS

Except in an emergency, intentionally landing a WWU aircraft at any off-airport location, regardless of the type or condition of the surface, is prohibited.

All airports that do not meet these generic definitions require Aviation Faculty approval prior to flight.

WWU aircraft should always be operated on hard surfaced public use airports of at least 2500' x 50' for the Cessna and Piper aircraft, and 4000' x 50' for the Duchess.

No pilot will attempt to depart or land on a runway for which adequate performance planning information is not available. Adequate means information sufficient to give a reasonable estimate of landing and or take off distances.

3.10. OFF AIRPORT LANDINGS

Off airport landings are only permitted in emergencies. If an off-airport landing is conducted in the case of an emergency, the aircraft will not be re-dispatched nor depart without an Aviation Director on board the aircraft, and this will only occur after the aircraft has been determined in an airworthy condition and there is an adequate location from which to depart.

3.11. RUNWAYS

3.11.1. Surface condition

A runway is considered contaminated if any clutter is visible or can be reasonably expected to exist.

3.11.2. Uncontaminated Hard Surfaced Runway:

No pilot shall attempt to land on the runway unless the computed stopping distance is less than 70% of the available runway not including overruns.

No pilot will attempt to take off from a runway for which the distance available to clear a 50’ obstacle is less than twice the computed distance required.

3.11.3. Contaminated Hard Surfaced Runways and all Unpaved Runways:

Runways shall be at least twice the required distance as calculated using the aircraft performance charts. If the runway is shorter than twice the calculated distance, obtain Aviation Faculty approval.

Takeoffs will not be attempted from wet unpaved runways.

3.11.4. Abort Policy Uncontaminated Hard Surfaced Runways:

Regardless of the calculated takeoff distance an abort will be executed if the aircraft has not become airborne at normal rotation speed upon reaching the calculated ground roll distance.

3.11.5. Multi-Engine Runway Requirements

For multi-engine aircraft no pilot shall attempt to depart a runway unless performance planning suggests runway length exceeds accelerate stop distance.

For multi-engine aircraft, if performance charts indicate the single engine service ceiling is below pattern altitude consideration should be made to delay the flight.

3.11.6. Multi-Engine Configuration

Standard fuel load in the BE-76 for local training flights will be 60 gallons, (30 gallons/side - lower tabs).

Simulated engine failures will not be attempted below 800’ AGL.

Engine shutdowns for training will not be attempted below 3000' AGL and at an altitude sufficient to assure comfortable margin for drift down to 1500' AGL at KALW.

Touch and Go training maneuvers must be briefed prior to execution. The pilot flying shall not reposition any controls, (flaps, cowl flaps, etc) on the runway. A “cleared for the option”

approval from the control tower must be obtained and the landing reverts to a “full stop” if the aircraft is not fully reconfigured and full power set prior to the point at which 3000ft of useable runway remains.

3.12. AIRSPACE RESTRICTIONS

WWU aircraft are restricted from operating over terrain that exceeds 7000’ MSL when wind speeds exceed 15 knots. Approval to operate in these conditions must be obtained from a Flight Instructor or Aviation Faculty prior to flight.

3.13. CURRENCY REQUIREMENTS

These requirements supplement FAA currency requirements. A pilot who is not current as listed below must receive flight training to regain currency from a WWU flight instructor. These requirements may be adjusted at the discretion of Aviation Faculty but not undermine FAA requirements.

3.13.1. Student Pilots

The student’s flight instructor must approve all solo flights. One dual flight every 30 days is required to maintain solo privileges.

3.13.2. Private Pilots

One hour as Pilot in Command in the previous 60 days, including three takeoffs and landings. To maintain complex privileges takeoffs and landings must be accomplished in a complex aircraft.

3.13.3. Commercial Pilots

One hour as Pilot in Command in the previous 60 days, including three takeoffs and landings. To maintain complex privileges, takeoffs and landings must be accomplished in a complex aircraft.

3.13.4. Multi-Engine Pilots

One hour as Pilot in Command in the previous 30 days, including three takeoffs and landings in make and model.

3.13.5. Non-Dual Night Flights:

Student Pilots: Non-dual night flights by student pilots are not permitted in WWU owned aircraft.

Private/Instrument/Commercial Pilots: All restrictions as listed in 14 CFR § 61.57 and require at least one instrument-rated pilot occupying a crewmember seat.

3.14. PASSENGER CARRYING

Pilots operating Walla Walla University aircraft may be granted permission to carry passengers. This privilege is based on WWU's assessment of the pilot's maturity, judgment, skill, professionalism, and attitude. It is a privilege, not a right. Aviation Faculty reserve the right to grant or revoke this privilege at any time.

3.14.1. To carry passengers:

The Pilot must be appropriately rated in category and class of aircraft to be flown and must meet all FAA and Walla Walla University aircraft checkout and currency requirements.

Pilots will be required to complete a Walla Walla University aircraft make and model checkout. Duration and requirements of these make and model checkouts are at the discretion of aviation faculty.

Private and instrument pilots will request approval from the aviation faculty. If granted, the private or instrument pilot will be limited to two passengers.

Commercial Pilots will request approval from the aviation faculty for passenger carrying privileges. If granted, the commercial pilot will be allowed to utilize all approved seating positions in the aircraft, so long as aircraft limitations are not exceeded.

WWU Aviation Faculty is exempt from all passenger-carrying restrictions.

Special Allowances for Recruiting Events: University aircraft may be used during approved recruiting events for introductory flights. These flights may utilize all approved seating positions in the aircraft so long as aircraft limitations are not exceeded.

3.15. INTERNATIONAL FLIGHTS

At this time, WWU aircraft are not to be used for international flight training.

3.16. DISPATCH PROCEDURES

3.16.1. Aircraft Checkout

The following must be completed in Flight Schedule Pro prior to rental of any aircraft type from Walla Walla University:

Pilot Profile Completed
Emergency Contacts Completed
Proper TSA Citizenship Documentation
Financial clearance

3.16.2. Complex and Multi-engine Checkout

To conduct non-dual flights in the Piper Arrow, a complex aircraft endorsement is required, consisting of:

10 hours dual in a complex aircraft, or 8 hours dual in a complex aircraft with 40 hours flight experience in the last 6 months.
30 dual takeoffs and landings in complex aircraft
A standard complex aircraft checkout will consist of instrument procedures utilizing the Garmin G500 instrument pack. If a complex checkout was obtained before becoming instrument rated, a demonstration of instrument proficiency will be required before being granted approval to fly a WWU complex aircraft into instrument meteorological conditions (IMC)
The student must have at least 100 hours total time in airplanes

The complex endorsement is normally conducted as Stage I of the WWU Commercial Pilot Training Course Outline.

To conduct non-dual flights in the Beechcraft Duchess, the following is required:

300 hours total PIC time
50 hours total PIC time in complex aircraft
25 hours total in multi-engine aircraft (or approval from a director)
10 hours PIC in make and model multi-engine aircraft, a multi-engine instructor rating, or approval from a director
A checkout from Aviation Faculty or senior flight instructor

3.16.3. Normal Dispatch

The provisions of 14 CFR § 91.103 will be met prior to any flight.

Students will complete a WWU pre-flight sheet prior to each flight.

For dual and solo flights, the student will provide a pre-flight work sheet to their flight instructor and have them sign and approve the flight. The instructor must be confident that the student has completed the appropriate weather briefing and that the flight conditions are within the student's abilities. Any concerns should be discussed between the student and the instructor. If at any time concerns are not resolved and concerns remain, the flight should not take place, or Aviation Faculty should be contacted for clarification.

Students will obtain the aircraft dispatch binder from the dispatch desk and review aircraft discrepancies and dispatch sheet information.

3.16.4. Re-Dispatch and Unplanned Stops

Re-dispatch by a student's flight instructor, or a flight director if the students flight instructor is unavailable, is required for each flight segment unless specifically authorized for multiple flight segments in the original dispatch. The original dispatch will contain a valid time block which the aircraft was reserved on Flight Schedule Pro. If the flight cannot depart within the specified time block the original dispatch expires and a new dispatch must be obtained prior to departure.

In the case of a Student Pilot a new solo endorsement will need to be provided to the student pilot to allow the return flight to be completed.

Missed or canceled reservations require the student to text, call, or e-mail the appropriate CFI or Aviation Faculty with a thorough explanation explaining the extenuating circumstances. If these procedures are not followed, you may be billed for the flight block.

3.16.5. After Hours Dispatch and Return

The provisions of 14 CFR § 91.103 shall be met prior to any flight.

After the flight has been completed, the aircraft will be secured on the flight line with the dispatch book, and any headsets locked inside, returning the keys to the hangar lockbox.

3.16.6. Deviations

If a student is found to have dispatched an aircraft for flight without following the appropriate outlined procedures from above, the student will be in direct violation of WWU SOPs and may be considered grounds for dismissal.

3.17. WEEKEND FLYING

3.17.1. Sabbath

The WWU Flight Center is closed an hour before sunset on Friday until Sunday morning. Any non-dual flights scheduled after sunset on Friday should be arranged with the student's flight instructor.

3.17.2. Reservation Priorities

The mission of the WWU aircraft fleet first and foremost is for flight training and pilot certification. Reservations of aircraft by students follow this priority list:

1 – FAA Checkrides

2 – WWU Student EOC Flights
3 – WWU Stage Checks
5 – WWU Pilot Training
6 – Pilot Proficiency
7 – Personal Flights

To ensure fairness, and alignment with the WWU Aviation mission, if aircraft availability is limited, a student needing an aircraft for Syllabus based training takes priority over a non-required flight.

Example 1 – a student wants to take an Arrow cross country for a personal flight, and another student needs to work on their maneuvers in that aircraft, the personal flight should be moved to a different aircraft, such as a Cessna.

Example 2 – a student made a personal flight reservation 30 days in advance. Two days before that scheduled flight, an aircraft went down for maintenance, and the reserved aircraft is needed for student training. The personal reservation must move to either another aircraft or be cancelled.

Certification and training always take priority over personal flights.

3.17.3. Weekend Reservations

Students should coordinate with their primary flight instructor for weekend rentals. Thoroughly discuss your weekend plans, and if the instructor approves, he or she will digitally sign the reservation on the schedule.

Students are discouraged from reserving aircraft for multiple days or long time periods when they are only planning to fly the aircraft for a shorter period. The reservation on FSP must match that which is intended to complete a flight.

Weekend reservations are often available, even for personal flights, subject to the priorities listed above. Be professional and work with others to maximize aircraft utilization. Scheduled weekend lessons can potentially be moved to another time or canceled to facilitate longer weekend reservations. Students are encouraged to resolve conflicts at the lowest possible level.

If you have tried to reserve an aircraft and there are people already on the schedule who are unwilling to work with your aircraft needs, please coordinate with your Flight Instructor to resolve the conflict at the lowest possible level.

Reservations must be canceled at least 24 hours in advance. Aviation Faculty will handle exceptions to the policy on an individual basis. If a student makes a weekend reservation and decides not to use that aircraft during his or her reserved time, the student will be charged for

1-hour of rental, unless the cancellation is due to poor weather conditions or unforeseen emergency circumstances.

It is the responsibility of the student to check the flight schedule regularly for their lesson times. If a lesson is put on the schedule, it will be assumed that the student is aware and will be on time. If a lesson is changed less than 24 hours from the time of the lesson, the instructor, a flight director, or dispatch via email, text, or phone call will contact the student.

3.18. CHECK RIDES

Practical tests (also known as check rides) are considered high priority, and the flight schedule will be adjusted accordingly. Students should work with their flight instructor to avoid affecting other student flight schedules.

3.19. DELAYS ENROUTE TO SCHEDULED RETURN

The PIC will attempt to notify the appropriate flight instructor if a flight delay exceeding 30 minutes is anticipated. If unable to contact the Instructor, the Flight Training Manager should be notified.

3.20. OFF AIRPORT LANDINGS

Off airport landings are only permitted in emergencies. If an off-airport landing is conducted in the case of an emergency, the aircraft will not be re-dispatched nor depart without Aviation Faculty on board the aircraft, and this will only occur after the aircraft has been determined to be airworthy and there is an adequate location from which to depart.

3.21. AIRCRAFT DISCREPANCIES

3.21.1. Discrepancies

In the case of an aircraft discrepancy (squawk) consult with maintenance staff before completing the appropriate discrepancy form on Flight Schedule Pro. If at any time you are unsure how to proceed with an aircraft discrepancy, do not operate the aircraft until further advisement has been obtained from an appropriate flight instructor, Aviation Faculty, or maintenance staff.

Maintenance staff may defer discrepancies, or the aircraft may be grounded depending on the defect. Refer to the discrepancy guide in the aircraft dispatch binder and 14 CFR § 91.213(d) for additional information.

Upon noticing a discrepancy, the pilot in command will take the following actions:

Refer to 91.213(d) and the aircraft discrepancy guide in the aircraft dispatch binder to determine airworthiness. If unsure, consult maintenance staff or a flight instructor.

Follow the aircraft discrepancy guide to accurately fill out the aircraft squawk on Flight Schedule Pro. If unsure, consult an instructor.

If the aircraft's airworthiness is in question, DO NOT FLY. Return to the dispatch office and notify dispatch, an instructor, or aviation faculty.

3.21.2. Managing Discrepancies

Any discrepancy that cannot be deferred by maintenance staff will ground the aircraft. Only appropriately rated maintenance personnel can return the aircraft to service.

The Maintenance Manager will take appropriate corrective actions to return the aircraft to service. Upon returning the aircraft to service the Maintenance Manager will sign off the aircraft squawk in Flight Schedule Pro. If the discrepancy can't be corrected immediately, but the aircraft is still airworthy, the squawk can be deferred and any required operating limitations due to the discrepancy must be noted on the dispatch sheet.

Inoperative equipment must be removed or deactivated and placarded in accordance with 14 CFR § 91.213(d).

If the aircraft discrepancy is resolved by deferral, the aircraft may then be returned to service and flown within any operating limitations noted.

Student pilots cannot defer discrepancies and therefore cannot return an aircraft to service. If in doubt about deferral, see an instructor, mechanic, or faculty member.

3.22. FUEL

3.22.1. Minimums

At no time will a WWU aircraft depart on a flight without the minimum fuel required by 14 CFR, § 91.151 for VFR flights or § 91.169 for IFR flights.

Fuel reserves will be one (1) hour remaining after the last full stop landing. There are no exceptions to this rule.

3.22.2. Refueling

Un-contaminated fuel that is strained during preflight should be returned to the aircraft fuel tanks using the supplied fuel strainer.

A grounding cable will be attached to the aircraft before refueling.

No persons will be on board the aircraft during fueling operations.

All WWU aircraft utilize 100LL fuel and should not be operated on any other grade of fuel.

Use caution when fueling to prevent damaging the aircraft with refueling hoses or nozzles.

Before fueling aircraft, ensure the Master Switch is OFF and the key is OFF/removed (Mags Off).

When fueling aircraft, ensure all portable electronic devices are switched off (cell phones, radios).

Whenever possible, attempts should be made to fuel WWU aircraft with WWU fuel. Using WWU fuel helps keep fuel costs down, which will help keep rental rates lower.

Never compromise safety to try and return to Walla Walla with low fuel. If fuel is needed or you are more comfortable with full tanks, fuel the aircraft.

3.22.3. Aircraft Credit Cards & Fuel Fees

Attempts should be made to purchase the fuel at an airport where the prices are not excessive.

Each aircraft has a purchasing credit card for fuel and oil as necessary.

The University will not pay for call out fees incurred for after-hour fueling or services.

Aircraft purchasing cards are to be used for fuel and oil purchases only, unless otherwise approved by the Aviation Faculty.

Any unapproved charges may result in the student being charged for the charge plus a $100-dollar service charge.

For all purchases made with an aircraft-purchasing card, a receipt will be kept and placed in the aircraft dispatch binder.

If a receipt is misplaced or not printed, it is the students' responsibility to contact the FBO or airport at which the fuel was purchased to obtain a copy. If the student does not properly supply receipts, the student may be charged for the purchase.

The Director of Aviation handles all receipts and credit cards.

If a credit card declines at the point of sale, immediately contact the Director of Aviation.

If a credit card is broken or lost, notify the Director of Aviation immediately.

Students may be responsible for fuel charges necessary to return the aircraft to Walla Walla if the credit card is unusable. If this occurs, the student will be refunded the amount of the purchase.

3.23. ELECTRONIC FLIGHT BAGS AND CHARTS

Walla Walla University mandates the use of ForeFlight. (EFB's) Electronic flight bags provide an easy and inexpensive way to have onboard flight charts and maps. Paper backups are still highly encouraged and are required in certain circumstances as listed below.

Students using EFBs will have it opened to the correct chart when flying. The EFB will not be in a bag/out of reach when the aircraft is in operation.

WWU recommends an iPad Mini 32GB or 64GB with cellular. Cellular models contain a GPS receiver, which allows for more accurate in-flight situational awareness.

All flight students are responsible for understanding and becoming familiar with their EFB system and operating system. Consult the appropriate manuals or meet with a flight instructor prior to use.

Walla Walla University Aviation maintains an account with Foreflight as part of the Foreflight for Education program. This enables students, staff, and faculty of Walla Walla University's Aviation Program to receive a significant reduction in the costs of Foreflight subscriptions.

To enroll in the Walla Walla University's Foreflight for Education program, ask the Aviation Faculty.

An extra battery or cigarette lighter adapter is required to main an appropriate level of charge for your flight if you do not bring current paper charts.

3.24. CHECKLISTS

The PIC shall be familiar with, and correctly use, the appropriate checklist procedures in all WWU flight operations. Checklists will be purchased from the WWU bookstore. If a student does not have the required checklist for his or her intended flight, the flight cannot be made.

3.24.1. Preflight

Although preflight can be performed by memory, the checklist must be used to ensure all items during preflight are completed properly and thoroughly.

The PIC is responsible to ensure the windshield is clean and no flat spots are present on the tires.

If you are ever uncertain about the aircraft's airworthiness in any manner, contact a CFI, Maintenance Manager, or Aviation Faculty.

Never fly an aircraft if you are concerned about its airworthiness.

3.24.2. Performance Charts and Weight and Balance

Performance and weight and balance calculations are required for each flight. These calculations will be recorded on WWU preflight worksheets, available in several locations within the Flight Center as well as on the WWU Aviation website (fly.wallawalla.edu/resources).

3.24.3. Fire Prevention

For fire procedures please refer to the appropriate aircraft checklists, pilot's operating handbook, or pilot's information manual.

3.24.4. Starting Procedures

All aircraft will be started in a safe, clear area. Do not start an aircraft in a confined area such as a hanger, or where good starting practices would discourage starting. All starting procedures will comply with the procedures stated in the Pilots Operating Handbook.

Please observe engine starter duty cycle times:

> Crank the starter for no more than 10 seconds followed by a 30-second cooldown period. This cycle can be repeated for three more times, then you must allow a 30-minute cooldown period before cranking is resumed.

These duty cycle times should be strictly observed to preserve starter life and reducing the possibility of premature engine starter failure.

3.24.5. Before Takeoff Run-up

Complete run-ups on a smooth surface free of debris to avoid damage to the propeller or aircraft, or undue hazards to persons or property.

Do not complete run-ups with the tail of the aircraft facing the WWU hangar or other aircraft to avoid blowing dust, leaves, rocks, etc.

Maintenance personnel should be consulted immediately for any aircraft system or flight control that is not working correctly during run-up, after safely shutting down the aircraft.

3.24.6. Taxiing

Minimal power should be utilized during taxi maintaining speeds no faster than a brisk walk. This prevents excessive wear on the brakes and prevents ground incidents. Do not ride the brakes while taxiing an aircraft. Keep your heels on the floor unless the application of brakes becomes necessary.

Before turning onto a taxi way, changing taxi ways, or making any turns, the pilot must look left and right clearing the area, and call out "clear". They must also verbalize clear left and right before making any turn.

All turns on the ground should be at a slow enough speed to prevent the need to use the aircraft's brakes. Exceptions are permitted for the purposes of parking.

Spacing between aircraft on taxi routes will be a minimum of two aircraft lengths.

Use position (nav) lights and taxi lights at night.

For all taxi operations, pilots must brief the taxi route using a current taxi diagram for the airport.

To minimize the chance of runway incursion, read back all taxi instructions, particularly hold short, line up and wait, runway crossing, and takeoff clearances. When obtaining complex taxi clearances at unfamiliar airports write down the clearance and request progressive taxi if needed.

3.24.7. Runway Incursion Avoidance

Before entering an active runway, a pilot must always look to verify the approach sector and departure sector are clear. The pilot must then verbalize clear approach and clear departure.

3.24.8. Checklist Discipline, Procedures, and Call-outs

The improper use, or the non-use, of the checklist by flight crews is often cited as a major contributing factor in aircraft accidents. The PIC is 100% responsible for proper checklist usage and procedures.

Non-adherence to these procedures will not be tolerated from students or flight instructors and can result in termination.

Correct use of checklists enhances cockpit structure and procedures while at the same time leaving the pilot heads up as much as possible for the unique operating environment at WWU.

Normal Checklists are broken down into two types: Do Lists and Flow.

Do Lists – these are completed step by step, while reading the checklist every time:

Before Engine Start, Engine Start, Run Up, Before Taxi, and Before Takeoff

Flow – these can be completed then verified after completion (once proficient):

Runway Items, Climb, Cruise, Descent, Before Landing and After Landing

After the specific checklist is completed verbalize the specific checklist is complete, i.e. "Runway Item Checklist Complete"

Students must verbalize 1000 feet to altitude and 100 feet to altitude during any climb out/descent.

Students must complete checklists at appropriate times:

Climb check to be done at 1000 feet.

Cruise check accomplished shortly after entering cruise flight.

Descent, Arrival, and Approach Briefings

Descent checks should be accomplished before descent begins.

Approach briefs will be accomplished for both IFR and VFR flights.

Before landing checks should started midfield and accomplished before final decent to landing is initiated.

The checklist will be verified as complete again turning final or at 500' AGL on a straight in approach.

Leaning Procedures:

Cessna 172: Take off and climb full rich to altitude or at least 3,000 ft MSL.

Upon reaching cruise altitude or at least 3,000 ft lean for highest RPM and smoothest engine operation. Then enrichen 1 turn, or if you have an EGT, enrichen for 50° rich of peak EGT.

Piper Arrow: Take off and climb full rich to cruise altitude or 5,000 ft MSL.

Upon reaching cruise or 5,000 ft lean for smoothest engine operation and enrichen slightly, or 50-100° rich of peak EGT.

Beechcraft Duchess: Take off and climb full rich, lean to smooth engine operation as needed.

When Power is reduced to 75% or below lean to peak EGT then enrichen to 50-100° rich of peak

Note: aircraft can be leaned if they are below 75% Power as above.

3.24.9. Emergency Procedure Checklists

These are located after the normal checklists, outlined with a red border. In an emergency (training or actual), the pilot shall initially respond with Emergency Recall Items from memory and then use the emergency checklist, as time permits, to confirm all items have been completed. Make sure sufficient time is spent memorizing emergency procedures.

3.24.10. Maneuver Checklists

The maneuver section of the checklist is meant to be a quick reference for the basics of a maneuver. When in doubt, it is better to reference the checklist and ensure you have the maneuver basics down before performing the maneuver improperly. This is not meant to be a substitute for proper ground study and memorization of the maneuvers.

3.24.11. Memory Items

These items should be memorized and known before each flight:

Airspeeds/V-speeds
Maneuvering speed (at current weight)
Pattern/approach speeds

3.24.12. Complex Aircraft (Piper Arrow/Duchess)

Before landing checklist should be completed midfield downwind or before 3 mile final (straight in).

Put propellor(s) forward after the power reduction or touchdown point on downwind (to prevent prop overspeed).

Verbalize the following:

"Before Landing Checklist Complete" and verbalize any deferred items (such as prop forward).
"Gear Down" and "3 – green".

On short final, PIC should verbalize (these items should have already been completed, but verification is important):

"Propellor(s) forward, fuel pump(s) on, gear down 3 green".

3.25. IN-FLIGHT PROCEDURES

Formation flying is prohibited in WWU aircraft. Exceptions exist for the Aviation Faculty.

Aerobatic flight is strictly prohibited in WWU aircraft. Aerobatic flight is any intentional maneuver involving an abrupt change in an aircraft's attitude, an abnormal attitude, or abnormal acceleration, not necessary for normal flight, any intentional bank exceeding 60 degrees or intentional pitch exceeding 30 degrees.

WWU Flight Instructors may demonstrate spins and recoveries during CFI training. For further information regarding instructor proficiency for flight training please contact the Flight Training Manager

Pilots are encouraged to fly south of Highway 12 to the practice areas and north of Highway 12 and the penitentiary while returning to the airport when runway 20 is in use.

3.25.1. Aircraft Avoidance and Radios

14 CFR § 91.113(b) states "…vigilance shall be maintained by each person operating an aircraft so as to see and avoid other aircraft." The PIC will always be responsible and expected to follow this instruction.

While in the practice areas, utilize sound judgment and execute clearing turns while maneuvering.

All WWU aircraft have multiple VHF radios and ADS-B equipment installed. To prevent mid-air collisions, all training flights should monitor and self-report on the radio frequency of 123.500 (University Traffic). Frequency lists can be found at FAA AC 090-50D, page iii or AIM Table 3.3-22, under "Aviation Instruction". Be aware that WWU Dispatch, Big Bend Community College, and others use this frequency.

Beginning Fall 2023 all local practice area flights not within the KALW Class D will be utilizing Spokane Approach on the appropriate frequency to receive Flight Following. This will provide an additional layer of surveillance/protection.

Reporting position on 123.500 mHz, as well as use of ADS-B equipment adds detail, but is not a replacement for looking outside the aircraft. Keep your eyes looking outside, do not fall into the false security ADS-B may provide. Not all aircraft operating in the skies have ADS-B.

3.25.2. Minimum Altitudes

At all times WWU aircraft will be operated at safe altitudes in compliance with 14 CFR § 91.119.

Minimum altitude for solo maneuver practice is 800' AGL, or the minimum practical test standard altitude for that maneuver, whichever is higher.

Except in airport traffic areas or in designated practice areas when required for training, WWU aircraft shall be operated in the enroute phase at an altitude at least 3,000 feet above the

highest obstacle within a horizontal distance of 4 nautical miles from the course to be flown, (unless required to comply with airspace restrictions).

Minimum altitudes for IFR operations will be in accordance with 14 CFR § 91.175 § 91.177. All WWU aircraft are considered Category D for purposes of IFR Approach circling minimums.

Circling is prohibited if any obstruction within 4nm of the runway exceeds 500' above the airport but in no case will circle to land maneuvers be attempted in weather conditions with a ceiling less than:

Day: 1,500 feet above the airport or flight visibility of less than 3 statute miles.
Night: 2000 feet above the airport or flight visibility of less than 5 statute miles.

3.25.3. Simulated Emergency Landings

The PIC will monitor engine temperature during prolonged power-off descents.

Periodically “clear” the engine by slowly setting power to a low cruise setting then returning to idle.

Be aware of a delay in power and engine sputtering if full power is quickly added. Plan your go-around accordingly.

All simulated emergency landings will be terminated at 1000' AGL minimum on solo flights and no lower than 500’ with an instructor unless the aircraft is positioned to accomplish a normal landing in the first 1000' of a runway at an approved airport.

3.25.4. Cross Country Flight

Night cross country flights require at least one IFR rated pilot in a crewmember seat, who is IFR current on that type aircraft.

Cross country flights must be approved by your flight instructor.

Cross country flights are limited to Washington, Idaho, and Oregon. Cross country flights outside these states require prior approval from Aviation Faculty.

3.25.5. Securing Aircraft / Ground Operations

The pilot in command is responsible for securing the aircraft on the ramp. Securing may include:

Installing the control lock
Tying down the aircraft
Installing the pilot tube cover
Chocking the aircraft

Removing all personal belongings and trash from the aircraft
Returning the dispatch folder and keys

Only authorized personnel may move WWU aircraft in/out of the hangar. Students may assist in moving aircraft in/out of the hangar under the supervision of these personnel.

All university aircraft will be secured with tie-down ropes and chocks while unattended on the university ramp. Exceptions regarding this are at the approval the Maintenance Manager.

On cross-country flights, the pilot in command will make tie-down arrangements with the local FBO for securing the aircraft. At no time will an aircraft be left unattended without it being secured by wheel chocks and tie-down ropes.

3.25.6. Aircraft Return

After completing the flight and securing the aircraft, the student will record the Hobbs and Tach time on the Aircraft Dispatch Sheet and return the aircraft binder with keys to the dispatch desk.

At the completion of dual flights, the instructor is responsible for updating the TCO in Flight Schedule Pro.

Following a non-dual flight, the TCO will be reviewed and processed at the next dual lesson.

Students returning after hours when the main office is locked will leave the aircraft dispatch book, along with any headsets in the aircraft, and lock the doors. The aircraft keys will be placed in the lockbox on the hangar by the gate. The lockbox combination can be received from dispatch, an instructor, or on Flight Schedule Pro.

3.26. WEATHER LIMITATIONS

Due to the dynamic nature of weather, it is imperative that an adequate briefing be obtained and the pilot exercise conservative judgment by staying on the ground or landing as soon as practical whenever they encounter questionable or deteriorating weather conditions.

Approval from Aviation Faculty is required to depart an airport IFR if the ceiling is less than 1,000’ AGL or visibility less than 1 SM.

Although Part 91 operations do not require a minimum visibility for takeoff, it is highly encouraged that the ceiling and visibility will be equal to or greater than the lowest Category A aircraft instrument approach minimums at the departure airport.

3.26.1. Wind Limitations

Approval by an Aviation Faculty is required to fly at winds greater than those shown below:

The wind must be forecasted to remain within these limitations during the entire duration of the flight.

Pilot Type	Wind Limit
Student	10 kts total, 5 kts direct crosswind
Private	15 kts, 8 kts direct crosswind
Commercial	20 kts, 12 kts direct crosswind
Instructor/Dual Flights	SAME AS COMMERCIAL. Must have clearance from Aviation Faculty to go outside these limits.

3.26.2. VFR Limitations

Approval by Aviation Faculty is required to fly when the ceiling and/or visibility are below those shown below. The ceiling and visibility must be forecasted to remain within these limitations during the duration of the flight. Conditions required for cross-country flight must be forecast to exist one hour before the departure time to one hour after the expected time of arrival.

Pilot Type	Local	
	Ceiling	Visibility
Student	3000’ AGL	10 SM
Private	2000’ AGL	5 SM
Commercial	1500’ AGL	3 SM
Instructor/Dual Flights	Instructor’s Discretion	

Pilot Type	Cross-Country	
	Ceiling	Visibility
Student	4000’ AGL	P6SM
Private	3000’ AGL	P6SM
Commercial	3000’ AGL	P6SM
Instructor/Dual Flights	At Instructor’s Discretion	

3.26.3. IFR Limitations

Instrument training flights (i.e. with a CFII) are at the discretion of the instructor. All other IFR flights shall follow the guidelines outlined in this section. Instrument training under VFR will be in accordance with the basic VFR weather minimums in 14 CFR § 91.155.

Students are prohibited from flight through areas where the combination of reports and forecasts indicates expected flight visibilities of 1 SM or less and OAT of less than +5 C° at all planned altitudes, (or minimum sector altitudes if off-airways) along the entire route including routes to alternate airports.

Determination of the requirement for an alternate airport will be in accordance with 14 CFR § 91.169.

Instrument pilots will adhere to the published minimum weather for landings, in accordance with 14 CFR § 91.175, for the approaches at their destination and alternate airports. Weather should be forecast to allow the pilot to reach their destination within the limitations of the approach.

Except in case of a declared Emergency, low time (less than 100 PIC in aircraft model) pilots will not commence an instrument approach in actual weather conditions which do not meet this requirement, unless accompanied by a CFII:

> Published minima + 500' ceiling and 2 SM visibility. In no case will acceptable ceilings be lower than 700' AGL.

3.26.4. Ice and Winter Flying

Winter weather provides valuable training experiences that should be taken advantage of, within the limitations of the CFRs and the aircraft limitations.

WWU aircraft are prohibited from flight into known icing, see 14 CFR § 91.527 and AC 91-74B. If inadvertent icing is encountered, the flight must be terminated to the nearest safe airport.

During winter weather, students should still have Ground Lessons with their CFIs, using the Frasca Tru-flite/Mentor or actual aircraft to further their aeronautical knowledge.

3.26.5. Practice Areas

WWU utilizes three main practice areas for flight training. Please specify your location accurately on 123.500 mHz using the practice areas and local landmarks. Refer to the diagram below.

Avoid training on Victor Airways: the areas between navigational aids that generate large amounts of traffic. Think of them as "highways in the sky."

West Practice Area

> The area north of highway 12 and west of the KALW Class D surface area. Recommended maneuvering altitude of 3,500' MSL and above. Reporting points to reference include Wine Valley Golf Course, Lowden, Touchet, and Lower Dry Creek.

Southwest Practice Area

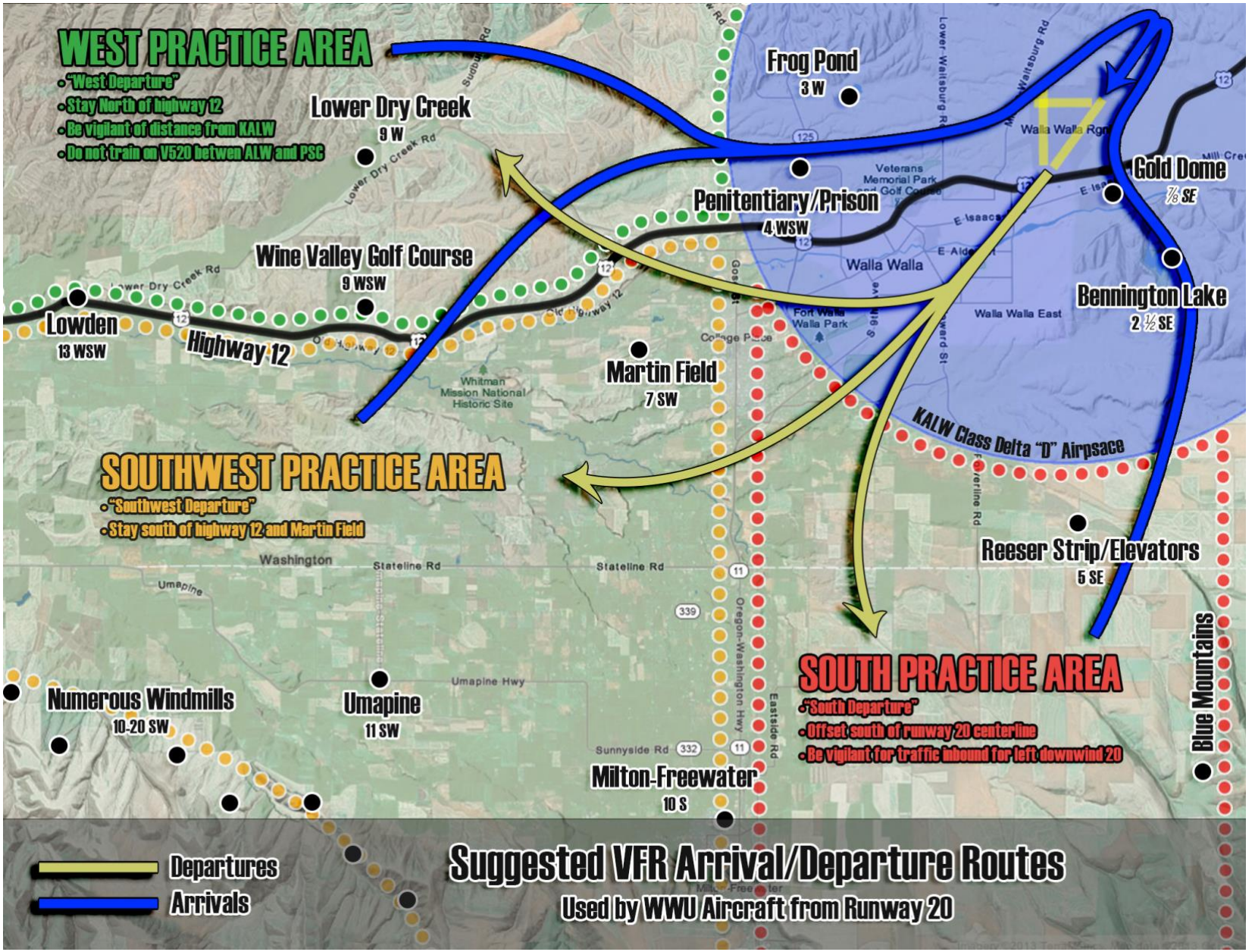
The area south of highway 12, north of the windmills, and west of highway 11. Recommended maneuvering altitude of 3,500' MSL and above. Reporting points to reference include Umapine, Milton-Freewater, Lowden, Touchet, and the Windmills.

South Practice Area

The area south of the class D surface area, north of rising terrain near Milton Freewater, west of the blue mountains, and east of highway 11. Recommended maneuvering altitude of 3,500' MSL and above. Reporting points to reference include Reser Elevators and Milton Freewater. The south practice area can quickly become congested with training aircraft and ALW arrivals. Report frequently on 123.5 and monitor ALW tower frequency on 118.5. Stay well clear of the arrival and departure corridors of KALW.

University Ramp

"University Ramp" is the area located in front of the WWU Aviation hangar. This area should be utilized for preflight, startup, taxi checks, before takeoff checks, and setting up navigation for a flight.


WEST PRACTICE AREA
• "West Departure"
• Stay North of highway 12
• Be vigilant of distance from KALW
• Do not train on V520 betwen ALW and PSC
Lower Dry Creek
9 W
Frog Pond
3 W
Penitentiary/Prison
4 WSW
Gold Dome
⅞ SE
Wine Valley Golf Course
9 WSW
Lowden
13 WSW
Highway 12
Martin Field
7 SW
Bennington Lake
2 ½ SE
KALW Class Delta "D" Airspace
SOUTHWEST PRACTICE AREA
• "Southwest Departure"
• Stay south of highway 12 and Martin Field
Reeser Strip/Elevators
5 SE
SOUTH PRACTICE AREA
• "South Departure"
• Offset south of runway 20 centerline
• Be vigilant for traffic inbound for left downwind 20
Blue Mountains
Numerous Windmills
10-20 SW
Umapine
11 SW
Milton-Freewater
10 S
Departures
Arrivals
Suggested VFR Arrival/Departure Routes
Used by WWU Aircraft from Runway 20

WWU Aviation Ramp ("University Ramp")
Taxiway C
Taxiway A
Runup Area*
WWU Maintenance Hangar
Ramp Access Gate
WWU Flight Center
W Curtis
W Crosna Ave
W Boeing Ave
A St
Runup Area*
• Before takeoff check (including runup) should be completed in this area.
• Taxi from parking area completely clear of the flight line. Do not stop over drainage grate.
• Perform the taxi flow between parking area nd runup area.
• Position the aircraft so you will not be "blasting" other traffic with prop wash.
• REMEMBER no part of your aricraft should cross the movement boundary line prior to clearance.

3.27. FLIGHT TRAINING FEES AND TRANSPORTATION

3.27.1. Fees

All fees incurred through flight instruction will be charged to the student's aviation account, which is expected to be settled through one of the following options:

> Automatic payment plan using a credit/debit card on file that is charged weekly to settle the student's aviation account balance. Any charge to a credit/debit card will be subjected to an additional 2.75% convenience fee. (Students utilizing this option can fly with a negative balance)
>
> Automatic payment plan using an e-check routing to a bank account that is charged weekly to settle the student's aviation account balance. These charges are not subject to the same 2.75% convenience fee that credit and debit cards are. (Students utilizing this option can fly with a negative balance)

The total estimated costs for the enrolled course must be present in the student's aviation account prior to enrolling for the flight class. (If the estimated costs are not placed in the student's flight account, the student will not be able to sign up for the flight class. Students that do not have the estimated cost in their account will not be placed on the flight schedule.)

Students on Seventh-day Adventist Conference subsidy will need to have either 50% or 30% of the flight expenses in their account, depending on their Conference policy. Subsidy funding is based on the standard course fee for each flight class. Please note that expenses beyond the standard course fee may be the responsibility of the student. Students should consult with their conference benefits coordinator if they believe more time is needed to complete a flight class to ensure subsidy funding.

Dispatch is responsible for managing billing to the student aviation accounts, which are separate from general student accounts. Please see the Director of Aviation or accounting assistant for answers to questions related to student aviation accounts.

If an automatic payment is declined or the student depletes their account, the student will be placed on a "stop list". The student will not be able to begin flight or ground training until the payment has been cleared or the student has the estimated funds to finish the flight class being worked on in their flight account.

Aviation account deposits can be made online using credit/debit or check information from the "Make a Payment" link found at wallawalla.edu. Credit and debit payments will be subject to an additional 2.75% convenience fee.

Automatic payments can be set up through Student Accounts in Accounting.

The number of flight hours is specified for each course individually. This is a minimum number of allowable hours to complete a certificate. All additional hours required for training will be charged on a per flight hour basis.

Additional hours are usually required.

Additional fee information can be obtained by contacting the Director of Aviation.

3.27.2. Estimated Fees Per Class and Aircraft Used

Note the following estimated costs are the out-of-pocket expenses. It does not include applicable student insurance, FAA Checkrides, or Medical Examinations.

Aviation Faculty will determine the aircraft that will be utilized in accordance with published curriculum for each course. Flight fees are charged on an hourly basis. The fee schedule listed here is based on the minimum times required for course completion. Varying amounts of overages are common for some courses. Hard work and dedication will help to ensure costs are kept to a minimum.

Rating/License	Estimated Cost
Private	$21,477
Instrument	$19,708
Commercial	$20,054
Mission Humanitarian	$2,650
Multi Engine	$9,565
CFI	$9,015
CFII	$4,678
MEI	$6,605
Practicum	Variable
Total	$93,720

3.27.3. Instructor Fees

The instructor fee is $62/hr for WWU students and $65/hr for community members.When a student is scheduled for a lesson, the student is charged for the instructor time for the entire lesson block. It is at the instructor's discretion to not charge the student for the time spent on preflight if the student conducts the aircraft preflight on their own.

3.27.4. Aircraft and Training Device Fees

The aircraft and simulators are rented at the following rates per hour:

WWU Student Rates	
Cessna 172	$142
Piper Arrow	$175
Beechcraft Duchess	$330
Frasca TruFlite	$122
Frasca Mentor	$35

Community Member Rates	
Cessna 172	$145
Piper Arrow	$190
Beechcraft Duchess	$355
Frasca TruFlite	$122
Frasca Mentor	$36

Note that these rates are “wet” rental, meaning all necessary fuel and oil.

3.27.5. Transportation

WWU does not provide students with transportation to and from flight lessons. Transportation is the responsibility of the student. If a student is unable to attend a scheduled flight lesson due to lack of transportation, they may be billed for the lesson.

4. ACCIDENT AND EMERGENCY RESPONSE PLAN

This section organizes the plan of action in the event of an accident or incident concerning a Walla Walla University aircraft, student, faculty, and/or other personnel. It should be followed to ensure proper University response, first responder action, and legal reporting procedures.

In all aviation accident or incident situations, the appropriate sections of the Code of Federal Regulations shall be complied with, including NTSB 830.

4.1. INITIAL RESPONSE

In the event of an aviation accident or incident:

DO NOT move or attempt to fly the aircraft except to prevent injury to persons or further damage to aircraft.
In case of fire DO NOT return to aircraft.
Contact 911 if an emergency.
Call Darryl Penney, Nathaniel Sanchez, or Stan Holm. If you cannot reach these individuals, contact Rob Holm. (509) 301-1439.
Comply with wreckage protection measures as laid out in NTSB 830.10 and this SOP.

4.2. ACCIDENT REPORTING

Contact Aviation Faculty after any necessary emergency responders and first aid have been administered. Reducing risk to life and limb takes priority.

Initial information to have for responders and Faculty:

- Aircraft tail number,
- Name of Pilot-in-Command,
- Time of the accident/incident,
- Last departure point and point of intended landing,
- The position of the aircraft in reference to an easily defined geographical point,
- Number of persons aboard, including the number of fatalities and serious injuries,
- Nature of the accident, the weather, and damage to the aircraft to the extent known,
- Any explosives, radioactive materials, or other dangerous articles carried.

4.2.1. Director of Aviation Accident Response Duties

The Director of Aviation serves as main lead and contact for the NTSB and FAA investigations as well as accident or major incident site response, student recovery, and aircraft recovery.

In the event of an aviation accident or major incident the Director of Aviation accomplish the following:

Alert Flight Training Manager, and Maintenance Manager that an accident or incident has occurred.
Attain NTSB required information from the Pilot in Command.
Contact the NTSB and FAA to give accident or incident notification if required.
Arrange accident site task force for student and aircraft recovery.

When possible, the Director of Aviation will be the WWU Aviation representative at the accident location.

4.2.2. Flight Training Manager Accident Response Duties

The Flight Training Manager serves as the main contact for University Relations, Risk and Safety Management and Adventist Risk Management/USAIG, and all matters concerning record keeping.

In the event of an aviation accident or major incident the Flight Training Manager completes the following:

Notify the Chair of Technology.
Close Flight Center.
Contact Walla Walla Tower.
Contact Port of Walla Walla (if required).
Collect all applicable records including student, instructor, and aircraft records as required.

The Flight Training Manager will handle all matters concerning the temporary closure of the Flight Center, including scheduling, alerting students, and instructors, and overseeing proper dispatch and line notification and response management.

4.2.3. Chair of Technology Accident Response Duties

In the event of an aviation accident or major incident the Chair of Technology accomplishes the following:

Contact Campus Security
Contact Risk and Safety Management
Contact President's Office
The Chair of Technology will be the main Campus contact point.

4.2.4. Dispatch Accident Response Duties

In the event of an aviation accident or major incident main dispatch will accomplish the following:

Collect all aircraft logbooks,
Collect affected pilot records, both student, and instructor as necessary,
Refer all media questions to University Relations – (509) 527-2362,
Taking messages as necessary and forwarding all FAA and NTSB communications to the Director of Aviation.

All dispatching will cease excluding necessary relief flights as approved by Aviation Faculty.

4.2.5. University Accident Response Duties

In the event of an accident or incident involving Walla Walla University aircraft, no postings to social media will take place excluding applicable releases from University Relations and the Director of Aviation.

In the event of an aviation accident or major incident, the University will respond appropriately with applicable press releases and campus-wide email, with the assistance of the Director of Aviation. The University will not interfere with applicable FAA and NTSB investigation.

Upon notification of an accident or major incident, the office of the Vice President of Student Life will contact applicable family members when information is provided.

4.3. POST-ACCIDENT PROCEDURES

Following an aviation accident or major incident, all crewmembers will be subject to a medical examination and a drug test.

The Walla Walla University Flight Center will be closed for a minimum of one (1) day following an Aviation Accident. This includes all flight lessons, ground lessons, and campus classes taught by the Aviation Faculty. In situations where there is a significant loss of pay (over 5 hours of scheduled work), flight instructors will be compensated as decided by the Aviation Faculty.

Immediately following notification of an accident or major incident, all communications will comply with Walla Walla University policy. No employee or student of the Aviation Program may represent the Aviation Program of Walla Walla University to the media. Make no speculations to anyone outside of the Aviation Program. The Director of University Relations will manage all media and accident/incident inquiries at 509-527-2362.

Normal scheduled work hours will remain the same. The Office Manager will be called in to assist in workload.

4.4. ACCIDENT DOCUMENTS AND RECORDS

In compliance with NTSB 830.5, within 10 days of an accident or serious incident requiring notification to the NTSB, Director of Aviation in cooperation with the pilots, Maintenance Manager, and Flight Training Manager will complete an NTSB Form 6120.1 as operator of the aircraft.

WWU Aviation Accident/Incident forms will also be completed by the Director of Aviation in cooperation with the pilots, Maintenance Manager, and Flight Training Manager, with retained copies of the preflight worksheet and dispatch sheet.

WWU R&S Accident/Incident forms and investigation forms will be completed by the Director of Aviation and submitted to Risk and Safety Management and Human Resources as necessary.

The Director of Aviation will retain all accident records on file.

4.5. INTERNATIONAL EMERGENCIES

Currently WWU does not fly internationally, this section is held in reserve.

4.6. KEY PHONE NUMBERS

Emergency phone number: 911

U.S. NTSB 24-hour Response Operations Center: (844) 373-9922

Darryl Penney Cell: (269) 944-6772

Nathaniel Sanchez Cell: (509) 540-9831

Stan Holm: (509) 520-6711

Rob Holm Cell: (509) 301-1439

Report Canada Air Occurrence
Direct or collect: (819) 994-3741
Toll-free: 1-800-387-3557

Transportation Safety Board of Canada
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5. EMPLOYEE POLICIES

This outlines the responsibilities and duties of Walla Walla University Flight Instructors, Line, and Desk Workers. These are general guidelines that should guide, but not limit, your tasks and duties at WWU.

5.1. CERTIFIED FLIGHT INSTRUCTORS

Provide flight or ground instruction as assigned by the faculty, in accordance with the curriculum.

Comply with and ensure compliance with Walla Walla University guidelines.

Oversee student pilot solo and cross-country flights as needed.

Update student records and training course outline after each lesson in Flight Schedule Pro.

Attend CFI meetings as called by the Flight Training Manager.

Work with the Aviation Faculty in providing a professional Christian environment for students.

Actively use Scenario Based Training, as emphasized by the FAA.

CFIs guide their students through the completion of required course content. The front desk workers and other employees grade some materials to lighten CFI workloads.

If your flight terminates after normal business hours, secure the aircraft, and return keys and binders to the dispatch desk.

Maintain professional dress, appearance, and hygiene standards. Pants will be black, grey, or tan – no jeans. Shirts will be a University Polo or white pilot shirt. Shorts are acceptable during the warm months. Please keep hair professional in appearance and keep facial hair well groomed. An instructor may be sent home by aviation faculty for inappropriate dress.

It is very important to deal with a student plateaus and struggles properly, as they are a normal part of the learning process. If either a student or instructor feels that a student is struggling, and progress has stalled, consult with the Aviation Faculty.

Many tools can help overcome a plateau; a flight with a different instructor, simulator time, or a fun no pressure flight. Learning to fly is extremely challenging, and all the tools available should be used to help a student learn.

NOTE. It is not the CFI's responsibility to advise a student on which classes they should take or when. They should also never advise a student to be taking a break or time off. If you feel like this is a valid option for your student, you must meet with Flight Faculty.

Help students prepare for each lesson by informing them of what the next set of objectives are in the TCO.

Quiz students on all aspects of flying appropriate to their level.

Notify Aviation Faculty if a student needs to repeat a ground or flight lesson due to lack of preparation or other factors in the student's control.

Notify Aviation Faculty if a student will need to exceed the normal TCO hour requirement for a course.

5.1.1. CFI Qualifications

Flight/Ground instructor candidates must:

- Have an FAA Flight/Ground Instructor Certificate (CFII/MEI preferred).
- Hold a current Third-Class Medical (flight instructors).
- Be current on their ratings per FAA regulations.
- Be professional and a good example.
- Have an attitude that reflects positively on WWU and the Aviation Program.
- Be flexible with students and faculty.
- Be attentive to detail.

5.1.2. Pre-Solo Responsibilities

Review curriculum areas and be sure both flight and ground training as well as all required exams have been completed per 14 CFR § 61.87.

The flight instructor will complete the WWU Student Pilot Solo Checklist prior to endorsing the student for solo flight. This will remain on file in the student's records.

Make the appropriate endorsements in the student's logbook.

The first two solo flights will be in the local traffic pattern. Please inform the control tower of the student's first solo.

5.1.3. Cross-Country Procedures

Flight instructors are expected to check each student pilot's cross-country planning. Help received from a CFI in these matters (not limited to helping student pilots) is charged on ground instruction sheets and submitted to dispatch for processing.

Before dispatching a student, the flight instructor will:

Check the student's flight planning.
Verify that a True Course has not been confused with a Magnetic Course.
Check that wind correction was applied in the proper direction.
Verify airport data has been secured for all intended points of landing.
Check the weather to ensure reported and forecasted weather will meet the guidelines specified in the WWU Regulations and Procedures.
Verify the student has appropriate Sectional Charts and Airport Facility Directory.
Remind the student to place fuel receipts in the pouch with the credit cards, if applicable
Verify the student has been properly endorsed (both logbook and student pilot certificate).

5.1.4. Training Course Outlines

The Walla Walla University Aviation program operates as a 14 CFR, Part 61 flight school. The aviation faculty has prepared specific training course outlines that follow all guidelines and requirements of Part 61 in the form of a Training Course Outline (TCO). As a supplement, Jeppesen and ASA products are also used in the training curriculum. Each student is required to have the appropriate materials as outlined. Flight Training shall be in accordance with the class that the student is enrolled in. Follow the appropriate TCO for both ground and flight training.

5.1.5. CFIs Dispatching Flights

All flights must be dispatched in accordance with WWU SOPs including established WWU weather limitations found in this document.

If dispatch is closed:

Dispatch each flight through Flight Schedule Pro.
Check-in the flight in Flight Schedule Pro upon return.

5.1.6. Record Keeping and Scheduling

Flight maneuvers and instruction given during a lesson must be logged in the student's TCO on Flight Schedule Pro and the appropriate student logbook.

CFIs can only provide instruction to one student at a time.

5.1.7. Safety and Security

NEVER EXIT AN AIRPLANE WITH THE ENGINE RUNNING. It is a bad example for an instructor to exit a plane on the ramp without shutting down the engine.

When parking the aircraft ensure that the control lock is installed and the aircraft tied down.

If flights are still out after business hours, please utilize your key to the flight center to access the building. The door will be locked. When you are finished with the lesson, ensure the lights are out and the doors are locked.

5.1.8. Hangar and Office Lockup

Put aircraft in the hangar. Make sure you have been checked with Stan Holm on proper hangar procedures. If you have not been checked out, then you are not authorized to move an aircraft to or from the hangar. Lektro use requires training before you are allowed to tow aircraft with it.

If you are the last flight returning for the night, close the hangar doors after your aircraft is put away.

Turn off the hangar lights. One set of security lights always remain on.
Lock the front office door and both back doors. Please pull on the doors to make sure they are latched.

NOTE: The last employee to leave the office (day or night) is responsible for its security. Negligence may result in the forfeiture of keys to the office and hangar or possible termination. Should your employment end your keys must be returned to the WWU Keyshop immediately. Failure to return keys will result in a fee.

5.1.9. CFI Wages

Students are charged for your services any time you are providing flight or ground instruction. The instructor does not have the option of foregoing the charges for flight or ground instruction.

Flight instructor pay will start at $25 per hour (flight/ground).

Pay will be reviewed quarterly.

5.1.10. Employee Benefits

Each instructor must remain proficient. This is accomplished in two ways. One, make sure to do proficiency flights each quarter. If you feel you need more than one flight per quarter, just bring it to the attention of the Aviation Director. Two, make sure to do a little demonstrative flying on most every flight lesson that is given.

Each quarter of employment each flight instructor is entitled to a minimum of one hour of recurrent flight training in each aircraft they teach in. It is recommended to use this time for further training with aviation faculty or a senior flight instructor.

Should a flight instructor require more flight time to become proficient and comfortable in a particular aircraft they are regularly teaching in, that request can be made to the Director of Aviation.

Each flight instructor is permitted to maintain the minimum night currency in the category and class of aircraft they teach in if required. Should more time or landings be needed to regain proficiency, this request should be made to the Director of Aviation.

Each flight instructor should strive to maintain proficiency and knowledge of each aircraft they regularly teach in. Should an instructor require remedial or recurrent training for a new or different aircraft, time will be spent with an aviation faculty or senior flight instructor to ensure that high proficiency and teaching ability are achieved.

5.1.11. CFI Rental Rates

As part of the benefits of being a flight instructor for WWU, discounted rental rates are offered for the fleet. These rates are for graduated instructors only. The rates are as follows:

Cessna C172	121/Hr
Piper Arrow	149/Hr

The instructor rate is limited to 5 hours per quarter unless otherwise requested and do not carry forward.

The flight instructor rate cannot be used for flight time towards academic classes.

Flight instructor flights cannot interfere with student lessons and are available for weekends once all student flight scheduling requests have been met.

Instructors having worked for WWU for over a year may obtain the employee rate for receiving instruction.

Employees having worked less than a year may only use the employee rate for personal flights but not for the use of receiving instruction.

5.1.12. Instructor Limitations

Any flight instructor who gives flight instruction to a WWU student will do so in a WWU operated aircraft.

Instruction given by a WWU instructor using college facilities or equipment must be charged through the Aviation office.

The WWU flight center is not open for instruction or practice during Sabbath hours. Friday operations end at least one hour before sundown. All aircraft and facilities must be secured before sundown.

5.1.13. Duration of Employment

CFI employment is "at will". As such, employment is not guaranteed, and may be terminated by the CFI or the University at any time for any reason.

Instructor employment is reviewed quarterly.

5.1.14. New CFI Onboarding

During the indoctrination process a new CFI will receive training on:

WWU SOPs & Forms.
TCOs.
Academic Flight Classes and structure.
WWU Flight Scheduling Software.
WWU Timecard.
Proper operation of the FRASCA.
Proficiency checkout on each aircraft type during the first quarter of teaching.
Two proficiency checkouts on each aircraft during the second quarter of teaching.

A CFI Indoctrination Form will be completed by the training instructor and retained in the CFI's employee record.

5.1.15. CFI Minimum Qualifications

To teach a flight course for Walla Walla University, a flight instructor must meet the minimum qualifications listed below:

Course #	Minimum Qualifications	Course Title
AVIA 142	CFI	Private Pilot Flight Training
AVIA 143	CFI	Advanced Private Flight Training
AVIA 262	CFII	Instrument Flight Training
AVIA 263	CFII	Advanced Instrument Flight Training
AVIA 264	-	Cross Country Flight
AVIA 325	-	Advanced Cross-Country Flight
AVIA 335	CFI	Commercial Flight Training
AVIA 336	CFI	Advanced Commercial Flight Training

AVIA 337	CFI, Director Approval Only	Mission/Humanitarian Flight Training
AVIA 340	MEI	Multi-Engine Flight Training
AVIA 357	CFI & 14 CFR 61.195 (h)(2)	Instructor Flight Training I
AVIA 358	CFI 14 CFR 61.195 (h)(2)	Instructor Flight Training II
AVIA 458	CFII	Instrument Instructor Flight Training
AVIA 460	MEI	Multi-Engine Instructor Flight Training

5.2. STUDENT WORKER POLICIES

Students hired to work for the Walla Walla University Flight Center are expected to do their job to the best of their ability. Working for the University as a student is a privilege and should be treated as such.

Job-related tasks are to be completed before the student performs any personal tasks such as studying/homework.

Students will have quarterly evaluations, and good or poor evaluations will be kept in their personal WWU work file. Be aware that poor evaluations could follow you in your future.

It is your duty as an employee to report to your supervisor if you are not going to be able to make it to your scheduled work duty period for any reason. Excessive absentees or tardiness will not be tolerated and may lead to termination.

5.2.1. Line Worker General Duties

Line workers report directly to the Maintenance Manager. The position gives students a unique opportunity to learn about and contribute to the success of a general aviation maintenance team.

The basic tasks performed by line workers are:

- Move aircraft in and out of the hanger using the Lektro tug.
- Fuel aircraft between flights as needed.
- Clean aircraft (windshields, leading edges, etc)
- Keep records of fuel and oil usage.
- Perform general housekeeping duties in the hangar and on aircraft.
- Ensure aircraft are prepared for the daily flying schedule.
- Perform tasks assigned by the Maintenance Manager.

5.2.2. Dispatch Worker General Duties

The dispatch workers report directly to the Office Manager.

The basic tasks performed by dispatch workers are:

- Use Flight Schedule Pro to:
  - Dispatch aircraft.
  - Schedule flight and ground training.
  - Invoice flight and ground training.
  - Document maintenance discrepancies.
  - Scan student documents.
- Scan and organize student records.
- Provide preflight worksheets to flight students.
- Maintain aircraft binders.
- Keep lobby and desk area organized.
- Greeting customers at the flight center.
- Answering phone calls and take messages.
- Grading student coursework.

Under Aviation Director Supervision:

- Create reports and manage the flying program.
- Create Monthly Reports.
- Organize credit card statements.

5.2.3. Dispatch Worker Process

- Check out:
  - View reservation
  - Check out aircraft
  - Print dispatch sheet
  - Issue dispatch sheet and binder to student/instructor
- Check in:
  - Collect binder
  - Ensure dispatch sheet is filled in completely and accurately.
  - Enter details in Flight Schedule Pro:
    - Hobbs/Air Time.
    - Engine Tach Time(s).
    - Flight/Ground instruction time.
    - Enter any discrepancies for maintenance.
  - Create invoice for flight.

5.3. MAINTENANCE

The following procedures apply to WWU maintenance personnel and facilitators which include the following: any aircraft mechanics performing maintenance for WWU, or any line personnel involved or helping with flight schedule changes.

Flight Schedule Pro (FSP) has quirks, and to keep schedule continuity, the student lessons must be rearranged before changing airworthiness status of aircraft.

5.3.1. Grounding Discrepancies (affecting airworthiness).

Before making an airworthiness decision, consult the WWU Maintenance Director.

When a mechanic deems an aircraft non-airworthy, it should be adjusted in Flight Schedule Pro as follows:

First, to prevent lesson deletion and loss in FSP, rearrange the affected student's lessons to other similar aircraft (C-172 to C-172) (Arrow to Arrow). If other similar aircraft are unavailable, change the individual lessons to "ground". If the aircraft is coded for maintenance before adjusting the individual lessons, the lessons are automatically deleted, causing a loss of the schedule.

Second, code the aircraft as maintenance in FSP.

If there is any question about how to use FSP, contact Faculty or Dispatch.

5.3.2. Flyable Discrepancies (not affecting airworthiness).

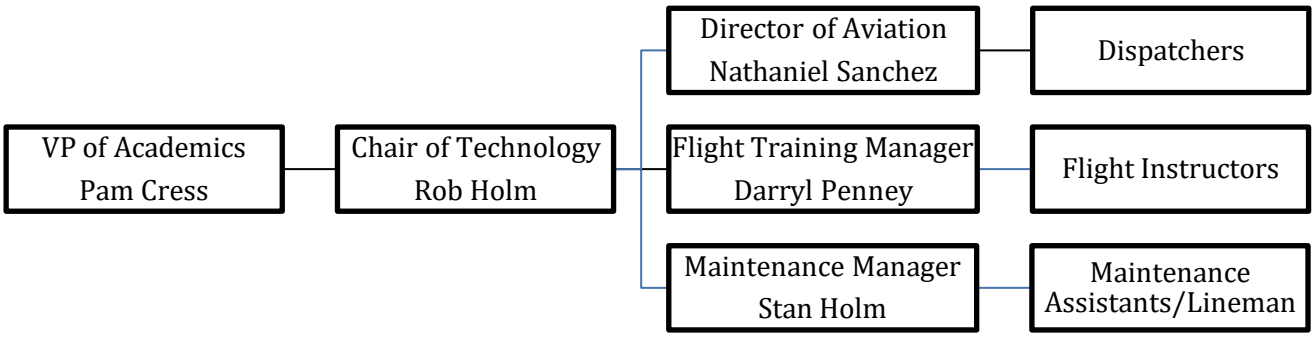
Items that do not ground the aircraft or affect safety of flight have similar procedures; the key is to re-arrange the students before coding "maintenance downtime" in FSP.

First, attempt to move student lessons to other similar aircraft in FSP (this prevents the deletion of lessons if an aircraft is coded for maintenance).

Second, schedule maintenance time in FSP to complete the required maintenance.

If there is not a suitable block of time available, the Maintenance Manager, Director of Aviation, and Flight Training Manager will coordinate downtime to perform the repairs.

6. WWU AVIATION PROGRAM ORGANIZATIONAL STRUCTURE



6.1. PROFESSIONALISM

Walla Walla University instructors, dispatchers, linemen, maintenance assistants, and any other staff are expected to maintain a professional demeanor, even in times of conflict.

6.2. SUPERVISORY AUTHORITY

The Director of Aviation supervises the Dispatch Office Manager and Dispatchers. In event of absence, the Dispatch Office Manager supervises the Dispatchers. In the event both Director and Manager are absent, the Flight Training Manager will be the acting supervisor.

The Flight Training Manager supervises the Flight Instructors. In the event of the FTMs absence, the Director of Aviation will be the acting supervisor. In the event both the Director and FTM are absent, an Assistant Chief Flight Instructor (if designated) will be acting supervisor. In the event an Assistant is not designated, the Chair of Technology is the acting supervisor.

The Maintenance Manager is the supervisor for the linemen/maintenance assistants. In his/her absence the Director of Aviation will be the acting supervisor. If the Maintenance Manager and are both absent, the Flight Training Manager will be the acting supervisor.

Issues of contract, risk and safety training, TSA training, and workplace accident/incidents will be managed by the Director of Aviation.

At no time will an employee of the Aviation Program represent, act for, or communicate for Walla Walla University, the Department of Technology, or the Aviation Program without designation from the Director of Aviation and Flight Training Manager.

In the event of an aviation program concern, comment, or issue concerning flight operations, scheduling problems, student problems, co-worker conflict, possible FAA violations, curriculum problems, and any other disagreement or perceived problem with the program or its operations the chain of command is as follows: Director of Aviation – Chair of Technology.