

ADMINISTRATIVE DIVISION University Administration		POLICY NUMBER UNIV 8.00
POLICY TITLE University Aircraft; Use and Scheduling		
SCOPE OF POLICY USC System		DATE OF REVISION May 2, 2019 *New*
RESPONSIBLE OFFICER Senior Vice President for Administration and Finance and Chief Operating Officer		ADMINISTRATIVE OFFICE Office of Administration and Finance

PURPOSE

The University will ensure compliance with all federal, state, local, and foreign regulations, as well as University policies and procedures relating to use of the University aircraft.

DEFINITIONS AND ACRONYMS

Federal Aviation Regulations (FAR)

POLICY

- A. The University provides business aircraft as a valuable business tool to help employees conduct University business in a timely and efficient manner and to improve productivity by traveling on schedules that best suit the needs of the University. The aircraft is available for the sole purpose of conducting official University business. Expenditures for flight operations for University business are paid from non-state appropriated funds.

- B. The *Flight Operations Manual* provides procedures for all Flight Operations Department personnel in the performance of their duties. It is intended to provide current, authoritative and instructional information with respect to the planning, management and implementation of Flight Operations activities. The procedures contained in the manual are consistent with management practices of the University, the State of South Carolina, Federal Aviation Regulations, aircraft, and accessory manufacturers' manuals.

- C. The Senior Vice President of Administration and Finance and Chief Operating Officer is the approval authority for all flights and passengers aboard the University's aircraft; however, approval for flights of a routine nature transporting University officials from the Offices of the President, Provost, Research, University Development, Athletics Department and the Board of Trustees is delegated to the Chief Pilot or his

designated representative. Approval for all aircraft repositioning, maintenance and pilot training flights is delegated to the Chief Pilot or his designated representative. University guests and volunteers may be authorized to travel aboard the aircraft while on official University business. Use of the University Aircraft by the President is reviewed each month by the Chairman of the University Board of Trustees.

PROCEDURES

- A. Flights will be planned and scheduled through the Flight Operations Department. Faculty and staff wishing to use the aircraft may contact Flight Operations via e-mail or telephonically. Requestors shall be familiar with the guidelines for aircraft use published on the University's Flight Operations Website. A reservation form is required for each flight passenger. To schedule a seat or flight, a passenger must first secure pre-approval for travel on the University's aircraft from their respective dean, department chair or vice president. University guests and donors on official University business shall be approved by the Senior Vice President of Administration and Finance and Chief Operating Officer.
- B. Requestors shall complete the USC Flight Request Form and have it approved by their supervisor. Requestors and supervisors shall use the following guidelines to determine if the use of the University aircraft is the best form of transportation giving due consideration to the cost-effectiveness of utilizing University aircraft rather than alternative forms of transportation:
 1. The planned use is for official University business.
 2. The cost and timeframe/schedule of alternate forms of transportation (e.g., automobile, bus, rail, commercial aviation, etc.)
 - a. When considering alternate methods of transportation, the following must be included in the consideration:
 - i. The monetary cost of *coach class refundable* airline tickets;
 - ii. The monetary cost of *coach class* commercial ground transportation;
 - iii. The monetary cost of driving;
 - iv. The time value of University aircraft travel versus other modes of travel;
 - v. The overall mission effectiveness of the selected transportation method.
 3. When considering the business purpose and cost-effectiveness of University aircraft transportation, each traveler on the University aircraft will be required to sign and date the following certification:

Signature on this document attests to a sworn statement certifying the passenger's participation on this flight is in conjunction with official business

of the University of South Carolina and meets the requirements of the University's Aircraft Policy # XXXX dated XX/XX/20XX.

4. The certification required by Paragraph 3 above does not apply to flights made on behalf of the Athletics Department.

- C. Colleges and departments utilizing University aircraft to conduct official University business related specifically to acquisition of a research grant or development of fundraising sources will not be charged for flights. Such flights should include at a minimum three University representatives, each with a separate major gift/donor or a grant-related appointment. Additional representatives are strongly preferred in order to maximize the passenger efficiency of airtime. The cost of any flight that does not meet the above criteria will be charged to the appropriate departmental account.

- D. University employees conducting official University business unrelated to research grants or fundraising – such as conference attendance – can be seated on a scheduled flight at no cost to their department provided the above criteria is met by other passengers and space is available.

- E. Dedicated flights to conferences, individual research, athletics recruiting or events or other official business trips that are not research grant or fundraising in nature may be approved; however, the cost of such trips will be charged to the individual department making the request.

- F. Once approved, the Chief Pilot will schedule the flight. Scheduling of flights will evaluate efficiency and safety considerations when choosing airports and fixed base operators. In addition, aircraft commitments, crew day and weather will be considered in determining whether the crew should remain over night or return to the home base as necessary.

- G. The Captain is Pilot in Command of the aircraft (as defined in FAR 91.3; Responsibility and Authority of the Pilot in Command). When assigned to a flight, the Captain is the final authority in the operation of the aircraft. He/she must ensure compliance with all federal, state, local, and foreign regulations, as well as University policies and procedures specified in the USC Flight Operations Manual.

- H. The Captain for each crew is responsible for additions and deletions to the passenger manifest. The Department of Administration and Finance and appropriate University officials shall be notified of all additions and deletions to the manifest prior to the next leg of the flight.

The [Flight Operations](#) website provides additional information.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

University Flight Operations Manual
Federal Aviation Regulations (FAR)
[FINA 1.00](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
May 2, 2019	New Policy