

# Use of Aircraft on University Business

FIN-INS-09



## About This Policy

Effective Date:

05-01-2011

Last Updated:

01-24-2012

Responsible University Office:

Office of Insurance, Loss Control &amp; Claims

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

Larry Stephens

Director, INLOCC

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## Scope

This policy applies to any university employee, or other person for whom Indiana University may be legally responsible. This includes the use of flights / flight time in non-commercial aircraft through DONATIONS to the University or Indiana University Foundation.

This shall not apply to an air flight operation of the University which utilizes professional pilots.

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## Policy Statement

No university employee, or other person for whom Indiana University may be legally responsible, shall operate an aircraft or utilize aircraft supplied by a donor in the course of University business unless the specific Procedures detailed in this policy are followed.

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## Reason For Policy

The operation of aircraft by university employees, or other persons for whom Indiana University may be legally responsible, subjects the University to serious liability risks. It is in the best interest of Indiana University to control this activity through implementation of this policy.

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Procedure

Each January the Office of Insurance, Loss Control & Claims (INLOCC) shall distribute to each chancellor, provost and vice president a document outlining the risk to the university associated with employees piloting aircraft or use of employee-owned aircraft.

An employee, or other person for whom the university may be responsible, shall make written application to his or her provost, chancellor or vice president (with a copy to INLOCC) giving the rationale for piloting an aircraft and / or use of his or her privately owned aircraft, or the use of other non-commercial aircraft hours, including the date / dates / time period of use. In no event will the time period be longer than one year. This includes DONATED aircraft hours supplied through the Indiana University Foundation.

Approval will be in writing (with a copy to INLOCC). Upon approval, the prospective pilot and/or owner will complete the Authorization for Use of Private Aircraft Form and provide the documentation specified therein. If the request is for the use of DONATED hours, the employee shall submit the request to campus administration, but the pilot will submit the online forms to INLOCC.

The aircraft will not be used until authorization is granted from INLOCC.

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Definitions

**AIRCRAFT:** Any machine or device, such as an airplane, helicopter, glider, or dirigible, that is capable of atmospheric flight.

**DONATED** hours and **DONATIONS** imply a non-employee is donating the use of his or her aircraft to the University, or is supplying a non-commercial aircraft for some (probably) reduced fee. The donor may or may not be the intended pilot.

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Sanctions

Progressive discipline shall be instituted, up to and including dismissal from the University.

Any person utilizing an aircraft in violation of this policy shall be deemed to be acting outside the scope of his or her employment.

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Additional Contacts

Subject	Contact	Phone	Email
Travel policies	Melonee Bristoe	812-855-5646	mbristoe@indiana.edu

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History

This policy was first approved May 1, 2011. It was updated to include donated aircraft January 24, 2012.