UNIVERSITY of DUBUQUE

AVIATION

Aviation Safety & Operations Manual

Revision 2022-01

(Effective January 10, 2022)

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Preamble

The intent of this manual is to ensure that all stakeholders engaged within Aviation Programs at the University of Dubuque are aware of the University's and Aviation Department's safety policy and objectives, risk management or mitigation process, safety assurance, and safety promotion. With safety at the forefront, this document will provide a predictive approach to minimize the probability of accidents and incidents within the Aviation Department at the University of Dubuque. This manual is to be used in conjunction with the Federal Aviation Regulations, the University of Dubuque Staff Manual, the Aviation Team Manual, the Aviation Emergency Response Manual, and the Standard Operating Procedure (SOP) manuals.

To achieve this end, it is the responsibility of everyone to ensure they are familiar with all relevant publications, regulations, rules, policies, and procedures. This manual aims to outline the policies and procedures of the Aviation Program's Safety and Operations. Request for waivers or changes to the policies contained herein will be addressed to the Chief Flight Instructor, the Director of Safety, and the Director of Aviation Programs.

Our safety program is designed to provide students, staff, and faculty, with reasonable practices that enhance safety, information sharing, and feedback. The Aviation Department has a safety reporting process, mandatory staff and student meetings, numerous SOPs, and a qualified leadership team. While these are important, they simply are not enough. We need a foundation for our safety program built on solid pillars. A few of these pillars include:

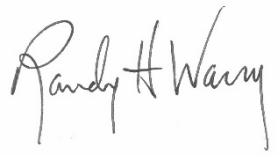
People: Safety is people; individual responsibility is the foundation of an effective safety program. Everyone at the Dubuque Regional Airport and the University of Dubuque is part of our safety culture. Everyone in the aviation program must engage in managing safety and mitigating risks.

Team: Safety is a team effort; lapses in individual and supervisory responsibilities often cause catastrophic injuries or even death. Provide effective feedback, seek change, and actively engage in the process. Doing nothing is not an option.

Risk Management: Analyzing and minimizing risk is what safety is all about. Adopt aeronautical decision-making rubrics, risk mitigation, and management techniques at all times, and not just while you are at the airport.

Caring: Caring individuals always produce fewer incidents and accidents. Take care of all those within the aviation industry; you have to rely on them taking care of you.

Set the Example: The attitudes and conduct we portray set the standard for our future. We must produce professionals who strive for excellence with safety intertwined into their very being. To do less is an injustice to everyone. We set the example; do not abrogate your responsibility.



Randy Warm
Director of Aviation Programs

Distribution of Safety and Operational Information

The Aviation Department will disseminate operational information to all Aviation Program stakeholders through the use of Operations Information File (OIF) utilizing the Moodle *Aviation Safety and Operations* page. Moodle will track read/acknowledgment of all OIF files. Students, Staff, and Faculty are required to review this page regularly, read new items, and complete the acknowledgment having read the information. Permanent operational procedures will be added in the Aviation Safety & Operations Manual twice a year or as needed.

Current versions of all of the OIF, Aviation Safety & Operations Manual, and the Emergency Response Manual will be housed on the Moodle *Aviation Safety and Operations* page. All other SOPs, TCOs, and other documents related to the Aviation Program will be housed on the Aviation Forms website in the UD Campus Portal. Printed copies of the Aviation Safety & Operations manual and the Emergency Response Manual will be maintained at key locations as reference for all stakeholders including, but not limited to, Dispatch Desk, the CFI workspace, the offices of the Director of Aviation Programs, Director of Safety, Director of Operations, Director of Flight Operations, and the Director of Maintenance.

No one will be able to dispatch, operate, maintain, or participate within the Aviation Program's operations without completing the safety training on Moodle. The Director of Safety, Chief Flight Instructor(s), Assistant Chief Flight Instructor(s), and Flight Instructor(s) will ensure that anyone operating or maintaining UD aircraft or aerial vehicles are aware of the latest information and ensure compliance with this requirement.

Documents that have been rescinded or superseded are retained on the Aviation Shared Drive. Printed copies may be obsolete, and therefore, it is the responsibility of anyone that retains a printed copy to ensure they have the current version of any documents.

Deviations to Safety & Operations Manual Policies and Procedures

The Director of Aviation Programs, in consultation with the Director of Safety, Director of Operations, Director of Maintenance, Chief Flight Instructor(s), and the other process owners or managers, may approve temporary amendments to the Aviation Safety & Operation's Manual or deviations to the provisions contained within it. Before any such deviations are implemented, they will be subject to a risk assessment and procedures implemented to reduce the identified risks to as low a level as reasonably practical. Temporary amendments or deviations will be distributed in the same manner as other operational information using the Operations Information File (OIF) via the *Aviation Safety and Operations* page in Moodle. Students, staff, and faculty will be notified via e-mail along with information on the conditions under which such deviations may, or must, be used if such considerations apply.

In situations related to a PIC's emergency authority prescribed by the Federal Aviation Regulations, the risk assessment and analysis are not required to be done prior to the deviation. However, the deviation will still be documented through the Aviation Program's safety reporting system in AIMS for further review and discussion.

Record of Changes

Revision: 2022-01 (Effective January 10, 2022) N/A		
Revised Section:	Description:	OIF number:
1.5.0	Organizational Structure	N/A
1.6.15	Key Personnel Contact Info	N/A
3.1.1	BFC Operating Rules & Procedures	N/A
3.1.2	Flight Block Scheduling	N/A
3.1.3	Dress Code	N/A
3.1.5	Rest & Duty Limitations	N/A
3.1.9	Electronic Flight Bag	N/A
3.1.10	Use of Electronic Devices	N/A
3.1.11	Aircraft Checkout	N/A
3.1.12	Maintenance Procedures	N/A
3.1.18	Starting & Taxing Aircraft	N/A
3.1.19	Fuel Reserve	N/A
3.1.21	Collision Avoidance Procedures	N/A
3.1.22	Minimum Altitude	N/A
3.1.24	Checklist Usage	N/A
3.1.25	Returning & Securing Aircraft	N/A
3.1.26	Cross Country Flights	N/A
3.1.27	Supervised Solo Flights	N/A
3.1.28	Late Dispatch Procedures	N/A
3.1.30	Overnight Flights	2021-07
3.1.32	Non-Training Flights	N/A
3.1.33	Unsatisfactory Stage Check or End of Course Attempts	N/A
3.1.35	Winter Operations	N/A
3.1.36	Summer Operations	N/A
3.1.40	Fire Precautions & Procedures	N/A
3.1.41	Irregular Operations & Emergency Responses	N/A
3.1.43	Drug & Alcohol Policy	N/A
3.1.44	Administrative Actions	N/A
3.2.1	General	N/A
3.2.2	Private Certificate Flight Training	N/A
3.2.3	Non-Instrument Rated Solo Commercial Certificate Flight Training	N/A
3.2.4	Instrument Flight Training & IMC Operations	N/A
Appendix E	Overnight Cross Country Flight Distance Limits	N/A
Appendix F	Definitions	N/A
Entire Manual	Grammar, font, titles or names, and punctuation corrections	N/A

Revision: 2021-01 (Effective January 11, 2021)		
Revised Section:	Description:	OIF number:
1.4.0	Code of conduct updated	N/A
2.1.6	Updated and clarified the ASRB responsibilities and membership	N/A
3.1.12	Added and clarified NPPC procedures	N/A
3.1.32	Deleted paragraph on CFI aircraft usage per new insurance policy	N/A
3.1.33, 3.1.41, 3.1.42. 3.1.43, 3.1.44, 3.1.45	Appeals process updated	N/A

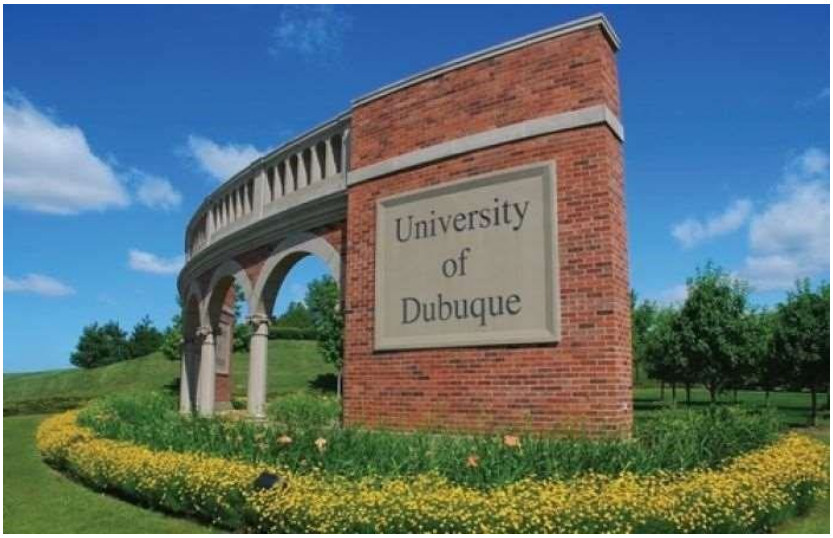
3.1.43	Updated policy	
Appendix B	NPCC example added	N/A
Entire Manual	Grammar, font, titles or names, and punctuation corrections	N/A

Revision: 2020-01 (Effective August 27, 2020)	
Revised Section & Description:	OIF number:
Preamble: Section updated and Director of Aviation Programs letter added	N/A
1.6.0: Updated Key personal responsibilities and organizational chart	N/A
1.6.14: Updated contact information	N/A
2.0: Integrated Safety Management Systems Manual into this manual	N/A
3.1.1: Dispatch hours of operations updated	N/A
3.1.2: Updated scheduling policy, no-show fee, GPA requirement, and added flight account policy	N/A
3.1.5: Instructor day off period changed	N/A
3.1.8: Minimum flight account balances updated	N/A
3.1.18: Required radio call to dispatch before departure	N/A
3.1.19: Fuel reserve requirements clarified	N/A
3.1.25: Required radio call to dispatch when returning aircraft	N/A
3.1.29: Procedures for aircraft returning after hours added	2020-03
3.1.30: Overnight flight procedure updated	2020-02
3.1.33: Updated policy with a new timeline	N/A
3.1.41: New section/policy added	N/A
3.1.42: New section/policy added	N/A
3.1.43: Clarified and updated the policy	N/A
3.1.44: New section/policy added	N/A
3.1.45: Increased flight suspension up to 90 days and clarified policy	N/A
Appendices: updated	N/A
Entire Manual: Grammar, font, titles or names, and punctuation corrections	N/A

SECTION 1:

ORGANIZATION AND ADMINISTRATION

1.1.0 University of Dubuque Mission



The University of Dubuque is a private university offering undergraduate, graduate, and theological seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world.

Therefore, the University of Dubuque is committed to:

- A hospitable Christian environment which respects other faith traditions;
- Relationships which encourage intellectual, spiritual, and moral development;
- Excellence in academic inquiry and professional preparation;
- A diverse and equitable community where Christian love is practiced;
- Stewardship of all God's human and natural resources;
- Zeal for life-long learning and service.

1.2.0 Aviation Department Mission

The aviation programs provide students with the academic and professional tools needed to achieve success in the constantly changing aviation industry. The mission of the Aviation Department is to provide students with the professional skills that allow for success in all segments of the aviation industry while enhancing their critical thinking and decision making skills. The Aviation Department supports the University of Dubuque Mission by establishing excellence in professional preparation, fostering a zeal for life-long learning, focusing on the development of professional skills enhanced by technology and integrated with safety practices, and characterized by fiscal prudence with quality equipment and facilities.

1.3.0 Aviation Department Vision

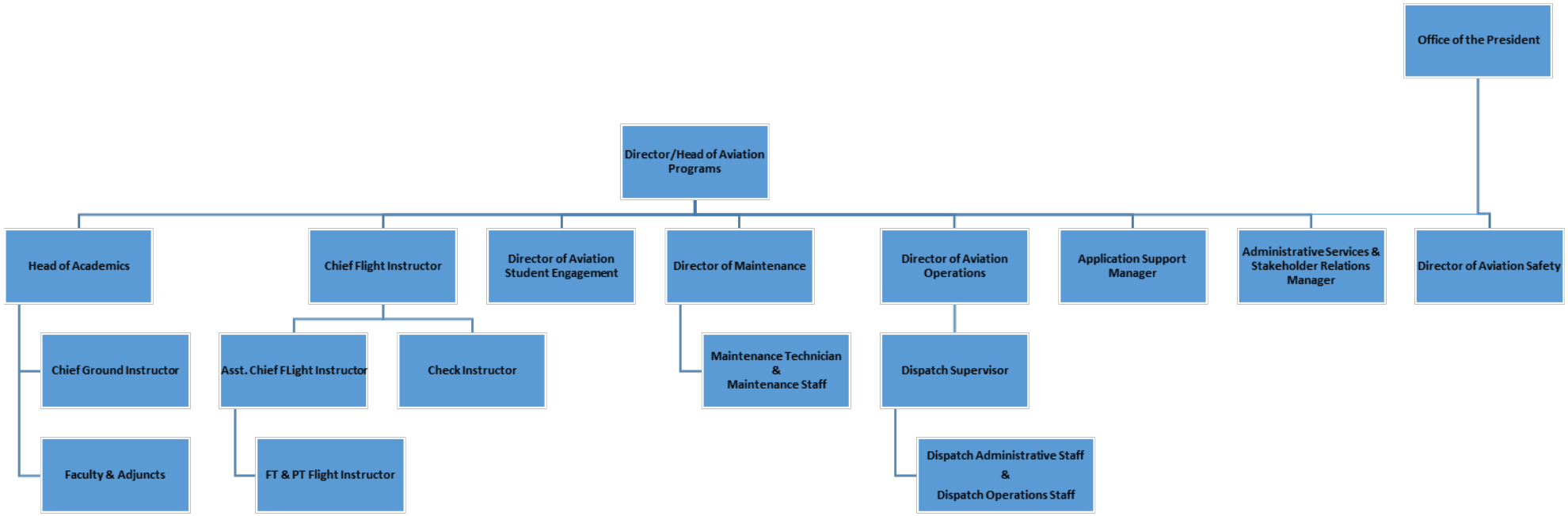
- Sustaining a professional, healthy and enjoyable environment where students, staff, and faculty are valued, given the opportunity to grow, and where diversity of thought is encouraged.
- Instilling an exceptional work ethic where integrity, safety, and risk mitigation are the central core of the program, and transparency, community service, life-long learning, fairness, and compassion are practiced.
- Continuing our work to build a world-class aviation program supporting our students in their career endeavors.

1.4.0 Code of Conduct

I commit to conducting myself in the following manner throughout my life and career:

- ✈ Acting in a manner that mitigates and manages risk and behave in a safe manner.
- ✈ Acting professionally and ethically, and working towards excellence.
- ✈ Upholding a high level of integrity, honesty, accountability, and trustworthiness.
- ✈ Developing and exercise good judgment, avoid taking unnecessary risks or being complacent.
- ✈ Learning and training to a proficiency beyond the minimum requirements.
- ✈ Being compassionate, respectful, maintaining a positive attitude, and being a good steward of the environment.
- ✈ Utilizing technology as needed and avoid overreliance or abuse.
- ✈ Being prepared, utilizing checklists, and being diligent about managing and utilizing time.
- ✈ Following and adhering to all laws, regulations, rules, and procedures.
- ✈ Being a good steward of all resources, and operating equipment and aircraft in a manner that will not cause harm, damage, or unnecessary maintenance.

1.5.0 Organizational Structure



1.6.0 Personnel Responsibilities

1.6.1 Director of Aviation Programs

Director of Aviation Programs is the head of the Aviation Department. In addition to managing the overall department, the Director of Aviation Programs is responsible for aviation academics and flight operations activities. The Director of Aviation Program's responsibilities is focused on safety risk management, equipment and facilities management, personnel recruitment and integration, fiscal year budget execution. Additionally, the Director of Aviation Programs will ensure adequate funding of resources for the Aviation Department and engaging with all stakeholders to leverage the best educational opportunities for all students.

1.6.2 Director of Safety

The Director of Safety is responsible to the Director of Aviation Programs for safety risk management within the Aviation Department and the Aviation Program. The Director of Safety also has a direct line to the Accountable Executive (University President) for all safety matters. Responsibilities include; managing the Safety Management Systems (SMS), updating manuals, coordinating safety activities between departments, providing the necessary safety training, ensuring compliance with regulations and policies, reviewing safety reports and safety data analysis, and conducting safety assurance outlined in the SMS.

1.6.3 Head of Academics

The Head of Academics will assist the Director of Aviation Programs with managing, planning, and updating the academic program and related activities. The Head of Academics will be responsible for mentoring and providing guidance to Faculty and Academic Advisors, managing course schedules, instructor assignments, and course requirements for the department, coordinate academic accreditation assessments and related activities, supporting the Chief Ground Instructor, Chief Flight Instructor in academic-related activities, and supporting the Director of Safety to ensure compliance with SMS requirements.

1.6.4 Director of Operations

The Director of Operations is responsible to the Director of Aviation Programs and will be responsible for managing the day-to-day activities of the Babka Aviation Learning Center (BFC) and other UD Aviation Airport facilities. Director of Operations will assist the Director of Aviation Programs with managing the aviation program. The Director of Operations will focus on risk management, coordinate operations activities between the different departments, and ensure a healthy working environment. Additional Director of Operations responsibilities includes maintaining a master flight schedule, operate/manage the aviation courtesy vehicle, manage and supervise dispatch staff and student workers, ensuring positive control of aircraft keys, credit cards and dispatch books, security assurance of student records, reviewing student flight accounts and working with students to ensure adequate funding availability, reviewing student academic performance, assist the Director of Maintenance in tracking maintenance and coordinate with the Director of Safety on all safety and security-related concerns.

1.6.5 Chief Flight Instructor

The Chief Flight Instructor is responsible for all flight training activities and will mentor all flight instructors. The Chief Flight Instructor is the primary point-of-contact to the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), local Air Traffic Control facility, and airfield operations for the University of Dubuque. Responsibilities include; ensuring compliance with Title 14 CFR part 141 applicable to flight training, other regulatory policies and the SMS, management of all flight training activities and Training Course Outlines (TCO), check-instructor authorization, end-of-course evaluation, and authorization, ensuring compliance with record-keeping related to flight training, maintenance of a flight standardization program. The Chief Flight Instructor provides student management processes that schedule pilots and aircraft, assign grades as appropriate, and track the quality of training. The Chief Flight Instructor will supervise the Assistant Chief Flight Instructors and other Flight Instructors as necessary and coordinate with the Director of Safety on all safety and security-related concerns.

1.6.6 Chief Ground Instructor

The Chief Ground Instructor is responsible for all ground school activities and will mentor all ground school course faculty. The Chief Ground Instructor is the secondary point-of-contact to the Federal Aviation Administration (FAA). Responsibilities include; ensuring compliance with Title 14 CFR part 141 applicable to ground school training, other regulatory policies and the SMS, management of all ground school course activities and Training Course Outlines (TCO), instructor authorization, end-of-course evaluation, and authorization, ensuring compliance with record-keeping related to ground school courses, and maintenance of a ground school standardization. The Chief Ground Instructor will coordinate the program's needs with the Head of Academics to ensure adequate course coverage for all ground school courses offered by the Aviation Program.

1.6.7 Assistant Chief Flight Instructor

Assistant Chief Flight Instructors are supervised by the Chief Flight Instructor and will mentor Flight Instructors. In the absence of the Chief Flight Instructor, Assistant Chief Instructors will ensure the daily flight training activities are conducted safely and professionally. Assistant Chief Flight Instructors will perform all duties prescribed in Title 14 CFR part 141. Assistant Chief Flight Instructor responsibilities include; administering stage-checks and end-of-course evaluations as authorized, conducting instructor initial and annual recurrent flight checks as prescribed by Title 14 CFR part 141, teaching flight labs and ground school classes, scheduling of aircraft and students, quality assurance of student records and other duties as assigned by the Chief Flight Instructor, and coordinate with the Director of Safety on all safety and security-related concerns.

1.6.8 Check Instructor & Stage-Check Instructor

Chief Flight Instructor supervises Check Instructors and the Stage-Check Instructors. Check Instructors may conduct the duties associated with Check Instructor's position when authorized in writing by the FAA for specific courses of training and stage-checks. Check instructor responsibilities include scheduling and administering stage-check and check-rides when authorized and assigned by the Chief Flight Instructor.

1.6.9 Flight Instructor

The Chief Flight Instructor supervises flight Instructors through an Assistant Chief Flight Instructor. Flight Instructors are responsible for each flight and aircraft they are assigned and in full compliance with all FAA and University of Dubuque regulations, policies, and procedures. The Flight Instructor is responsible for ensuring that the aircraft is appropriately signed out, airworthy and serviceable for any flight. Additionally, the Flight Instructor must ensure that all weather and other conditions stated in the Aviation Safety & Operations Manual are met for Flight training.

1.6.10 Director of Maintenance

The UD Director of Maintenance is responsible to the Director of Aviation Programs and will work with the Director of Operations ensuring that aircraft available are safe and maintained under applicable FARs and policies of the University of Dubuque. The Director of Maintenance is responsible for; performing and supervising aircraft maintenance tasks, scheduling aircraft maintenance to maintain optimal aircraft availability, advising the Chief Flight Instructor and Director of Operations when scheduled and unscheduled maintenance will affect the operations, ensure aircraft, maintenance facilities, and hangars are clean and in a professional looking condition, coordinate with dispatch for aircraft scheduling, review aircraft squawk sheets to determine serviceability/airworthiness of aircraft, coordinate purchases and invoicing for all maintenance related activities, managing, ordering, and maintaining an inventory of parts and components, provide a status report as needed, ensure all aircraft logbooks and manuals are maintained as required by applicable FARs, and Coordinate with the Director of Safety on all safety and security-related concerns.

1.6.11 Director of Aviation Student Engagement

The Director of Aviation Student Engagement will report to the Director of Aviation Programs and is accountable to the Head of Academics, and Chief Flight Instructor to ensure student engagement within flight training acculturation into the aviation program. Responsibilities include providing student advising support, advise students on flight account balances, manage student scholarships, career opportunities and interface with career services on related activities. Also responsible for liaising with industry professionals and managing internships within the department, act as second Airman Certificate Representative (ACR), and support safety to ensure SMS compliance.

1.6.12 Dispatch Supervisor

The Dispatch Supervisor is responsible to the Director of Operations. Duties include scheduling student flight blocks, ensuring aircraft and flight instructors are appropriately scheduled for the flight blocks, and students are assigned to these flight blocks and other duties as assigned by the Director of Operations and coordinate with the Director of Safety on all safety and security-related concerns.

1.6.13 Administrative Services and Stake Holder Relations Manager

The Administrative Services and Stakeholder Relations Manager is responsible to the Director of Aviation Programs and works closely with all the aviation program departments to support ongoing activities. Responsibilities include assisting with managing the budget, processing all paperwork related to the budget, working with each department to ensure adequate inventory of supplies, providing financial and operations

reports or other documents as needed, assisting with the coordination of student/staff career activities as required, and other duties as assigned. Additional responsibilities include assisting with managing student billing activities, providing financial and operations reports or other documents as needed, providing administrative and application support services. Additionally, liaising with industry representatives, building relationships with external stakeholders, and providing information to students about career and scholarship opportunities.

1.6.14 Application Support Manager

The Application Support Manager is responsible to the Director of Aviation Programs and works closely with all the aviation program departments to support ongoing activities. Application Support Manager responsibilities include providing administrative and application support services, managing the dispatch software application and software training related to flight operations.

1.6.15 Key Personnel Contact Information

Updated January 2022 and is subject to change

TITLE	NAME	OFFICE	CELL
Director of Aviation Programs	Randy Warm	563-589-3514	563-271-6934
Director of Operations	Daniel Holcomb	563-589-3824	618-795-2678
Director of Safety	Destiny Carpenter	563-589-3835	417-650-7798
Head of Academics **Asst. Chief Flight Instructor - FW**	Tony Foster	563-589-3815	563-249-9167
Chief Flight Instructor - FW	Suzanne Peterson	563-589-3828	563-451-9526
Chief Flight Instructor - RW	Ryan Cavin	563-589-3303	563-357-8846
Director of Aviation Student Engagement	Michael Phillips	563-589-3732	563-590-8274
Director of Maintenance	James Jenkins	563-589-3812	563-599-6003
Administrative Services & Stakeholder Relations Manager	Jane Heming	563-589-3180	N/A
Application Support Manager	Jo Lynn Bentz	563-589-3928	N/A
Dispatch Supervisor	Candace Dalsing	563-589-3121	563-580-7258
Asst. Chief Flight Instructor – FW **Manager of Flt Standards**	Mike Glynn	N/A	563-580-1211
Asst. Chief Flight Instructor - FW			
Asst. Chief Flight Instructor - FW	Kyle Jones	563-589-3587	310-562-8824
Asst. Chief Flight Instructor - FW	Dallas Gonzalez	563-589-	319-540-5980
Asst. Chief Flight Instructor - RW	Bryan Eggers	563-589-3805	563-513-1784

SECTION 2: SAFETY MANAGEMENT SYSTEM

2.1.0 Safety Policy

2.1.1 Safety Policy

Safety is the responsibility of everyone involved within the University of Dubuque (UD) aviation program. It is the objective of this program to proactively improve and maintain the highest levels of safety attainable within a collegiate flight program. It is imperative that all involved within the Aviation Program are aware of, and participate in, the safety policies contained within this document. Students, staff, and faculty will be required to follow the policies and procedures set forth by this document. Employees within the Aviation Program will be required to follow all policies and procedures set forth by this document and the *Aviation Team Manual*. Safety is of the utmost importance and will not be considered an unnecessary expense. The necessary resources will be allocated to assure the highest levels of performance and safety. Continued improvement by incorporating new technologies and regular review of current procedures and policies will be the standard of performance. For safety management systems (SMS) to benefit, there needs to be an open dialogue between all stakeholders. This communication can be through a non-punitive hazard reporting program, interviews, focus groups, meetings, or surveys. If there are ever instances in which a stakeholder of the program observes unsafe behavior or experiences an incident or accident, the immediate reporting of that act in question is critical. Participation of all stakeholders of the Aviation Program is needed for a predictive and effective safety program. Reporting hazards and self-reporting cases of deviation from policy, incidents, or accidents are foundational for a robust safety culture's success. Punitive action will only be utilized in cases of violations, or intentional non-compliance, from provisions listed within this manual and other UD policy documents.

This statement of safety policy and objectives is the standard for the UD Aviation Program. This policy will be communicated throughout all departments involved with aviation and across all participants within the Aviation Program. This communication method will depend on how the individual entered the program and the level of involvement within the Aviation Department. This manual will be readily accessible to anyone seeking guidance on safety policies and objectives. Electronic access to this document will be maintained on the UD aviation forms website, Aviation Shared Drive and the *Aviation Safety and Operations* page on Moodle. Printed copies of the Aviation Safety & Operations manual and the Emergency Response Manual will be maintained at key locations as reference for all stakeholders including, but not limited to, Dispatch Desk, the CFI workspace, the offices of the Director of Aviation Programs, Director of Safety, Director of Operations, Director of Flight Operations, and the Director of Maintenance.

- Aviation students will be required to complete an introductory course in Safety Management Systems and Operations within the Aviation Program. This course will be designed to ensure participants are familiarized with the policies and safety practices through an introduction to the content of documents, including the Aviation Safety & Operations Manual and the Emergency Response Manual.

- Student-workers, staff, and faculty engaged within the Aviation Program will be trained on safety policies and procedures. It will be the responsibility of the designated manager or supervisor within that department to onboard and train employees, in addition to an initial onboarding provided by the Director of Safety or Designee. In cases where there is no defined manager or supervisor to provide the training, the Director of Safety will provide the training.

- All other stakeholders engaged with the Aviation Program will be briefed on safety policies and procedures by the Director of Safety or Designee.

2.1.2 Safety Goals and Objectives for Academic Year 2020-21

Date: January 1, 2022

At the University of Dubuque, safety is the first priority of all activities. We are committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all of our activities (aviation and non-aviation) uphold a high level of safety performance that meets or exceeds required standards. My commitment is to sustain a Safety Management System and ensure that the application of this system is integrated into all of our activities.

All levels of our University are accountable for safety performance and are committed to providing safe, healthy, secure working conditions and attitudes with the objective of having an accident-free workplace that produces world-class aviation professionals.

I am committed to the following Big 12:

1. An ongoing pursuit of an accident-free workplace, including no harm to people, no damage to equipment, the environment, or property.
2. Requiring all students, staff, and faculty to be responsible for maintaining a safe work environment through adherence to approved policies, procedures, and training.
3. Before any training is done, we will make everyone aware of the safety rules and processes as well as their personal responsibility to observe them.
4. A culture of open reporting of all safety hazards in which leadership will not initiate disciplinary action against any person who, in good faith, discloses a hazard or safety occurrence due to unintentional conduct.
5. Regular ongoing support for safety training and awareness programs that build and maintain meaningful ground and flight safety leadership skills.
6. Regular conduct of audits that ensure safety policies, procedures, and practices are current and relevant to our program.
7. Monitoring aviation industry activity to ensure best safety practices are incorporated into our programs.
8. Our Safety Goals will guide our program to improve each year.
9. Our Safety Metrics are clear, with clear accountability.
10. We will recognize and reward flight and ground safety performance.
11. Our communication is open, respectful and productive.
12. Providing and promoting the necessary resources to support this policy.

Our program is growing, and all of us are a part of its future success. These commitments are designed to support a quality program that cares for each of the program's members.

Jeffrey F. Bullock, Ph.D.
President of the University

2.1.2 Safety Accountability and Authority

The President of the University will be considered the "**Accountable Executive**" for the purposes of this document and safety management systems policy. Along with the President of the University, the Director of Aviation Programs plays a significant role within the program to:

- Ensure the SMS is executed and performing effectively in all areas of the program.
- Develop and implement the safety policy of the program.
- Communicate the safety policy and procedures within the aviation program to all stakeholders.
- Review the Aviation Program's safety policy to ensure it remains effective, pertinent, and applicable.
- Reviews the Aviation Program's safety performance and direct actions necessary to address substandard, ineffective, or inadequate safety performance with the goal of continuous improvement in accordance with the standards outlined in *2.3.0: Safety Assurance*.

All heads of departments, managers, or supervisors within the Aviation Program will be actively engaged in developing, implementing, and maintaining the SMS processes within their area of responsibility, including, but not limited to:

- Hazard identification and safety risk assessment.
- Assuring the effectiveness of safety risk controls.
- Promoting safety as required in accordance with *2.4.0: Safety Promotion*.
- Advising the Director of Aviation Programs and the Director of Safety on the performance of the SMS and any need for changes or improvement.

The management levels with the authority to make decisions regarding safety risk acceptance will be outlined in section 2.2.3: Safety Risk Assessment and Control.

2.1.3 Designation and Responsibilities of Required Safety Management Personnel

The President of the University, and the Director of Aviation Programs, with the authorization of the President of the University, must satisfy the following:

- The final authority over operations authorized to be conducted within the Aviation Program.
- Controls the financial resources required for the operations to be conducted within the Aviation Program.

- Controls the human resources required for the operations authorized to be conducted within the Aviation Program.

- Retains ultimate responsibility for the safety performance of the operations conducted within the Aviation Program.

The Director of Safety will be designated on behalf of the President of the University and the Director of Aviation Programs as responsible for:

- Coordinating, implementing, maintaining, and integrating the SMS within the Aviation Program.

- Facilitating hazard identification and safety risk analysis.

- Monitoring the effectiveness of safety risk controls.

- Ensuring safety promotion throughout the Aviation Program as required in section *2.4.0: Safety Promotion*.

- Reporting to the President of the University and the Director of Aviation Programs on the performance of the SMS and any need for changes or improvement.

- Facilitating meetings to discuss relevant safety information and to actively solicit feedback on the performance of the SMS. These may include but are not limited to meetings with the President of the University and the Coordinator of University Safety and Awareness, Aviation Safety Council, Semester Safety Meetings, Aviation Standards Review Board, and the Aviation Student Advisory Committee.

In addition to the Director of Safety, managers/supervisors within their own departments will have the same responsibilities as the Director of Safety. These individuals are considered the managers of their respective departments and are responsible for all personnel operating under their authority. These managerial positions include, but are not limited to:

- Director of Aviation Programs
- Director of Operations
- Director of Aviation Maintenance
- Director of Flight Operations
- Chief Flight Instructor
- Assistant Chief Flight Instructor
- Chief Ground Instructor
- Head of Academics

2.1.5 Aviation Safety Council (ASC)

The Aviation Safety Council is tasked with reviewing safety-related matters, making recommendations, and ensuring an effective and robust safety culture within the Aviation Program.

- The Aviation Safety Council will convene at a minimum of three (3) times per year (e.g., May, August, and December) to review, propose, establish and monitor safety policies, objectives, and compliance. The goal of this process will be to ensure that all policies and objectives are effective, pertinent, and applicable.

- The Director of Safety will establish the agenda, chair, and managed all meetings and tasks associated with the Aviation Safety Council.

- The Aviation Safety Council will comprise of:
    - Director of Aviation Programs
    - Head of Academics
    - Director of Operations
    - Director of Flight Operations
    - Director of Maintenance
    - Chief Flight Instructor
    - Chief Ground Instructor
    - Faculty Representative – Applied Aviation Technology
    - Faculty Representative – Aviation Management
    - Faculty Representative – Flight Operations
    - Dispatch Supervisor
    - University VP of Operations
    - Student Representative(s)

2.1.6 Aviation Standards Review Board (ASRB)

The Aviation Standards Review Board is tasked with reviewing or assessing conduct, or safety-related policy, or procedural infractions, incidents or accidents, and make recommendations for action. Students, staff, or faculty may appeal to the ASRB any action taken by the department related to operations as outlined in other sections within this document.

- The Aviation Standards Review Board will meet on an as-needed basis. The Director of Aviation Programs will convene and chair all meetings.

- The Aviation Standards Review Board will comprise of:
    - Director of Aviation Programs (Chair of the committee, and non-voting member)
    - Assistant Chief Flight Instructor – Fixed Wing*
    - Assistant Chief Flight Instructor – Rotor Wing*
    - Flight Instructor – Fixed Wing*
    - Flight Instructor – Rotor Wing*
    - Student Representative(s)* – Senior, Junior, Sophomore, and First-Year

    ** voting members appointed by the Director of Safety in consultation with the Aviation Safety Council*

2.1.7 Aviation Student Advisory Committee (ASAC)

Student engagement and participation within the Aviation Program are a critical component of the Aviation Department's safety culture's effectiveness. Therefore, the Aviation Student Advisory Committee is one of the primary conduits for students within the Aviation Program to provide feedback and areas of concern related to safety, academics, and student life. Additionally, it is an opportunity for the Aviation Program's leadership to provide updates, clarification of policy or actions taken, and other information to students within the Aviation Program. Information students provide may be acted upon by the Director of Aviation Programs as needed.

- The Aviation Student Advisory Committee meets at a minimum of two (2) times per year, once in the fall semester and once in the spring semester. The Director of Aviation Programs will organize the meeting dates/times, and student leaders will conduct the meetings.

- The meeting will begin with students discussing relevant issues without staff or faculty from the Aviation Department. Once students have completed their initial discussions, the Director of Aviation Programs, or designee, will meet with the students to address and discuss all relevant matters.

- The Aviation Student Advisory Committee will comprise a minimum of 8 and no more than 30 students representing a board section of the Aviation Program's student body.
    - Students may self-identify and volunteer to attend committee meetings or be elected by their peers, or appointed by staff or faculty within the Aviation Program.
    - Students must consult their peers before all meetings to ensure their concerns or views are represented at these meetings.
    - Students are required to disseminate discussion points or information provided during the meeting to their peers in a timely manner.

2.1.8 Coordination of Emergency Response Planning

In the event of an irregular operation, accident, or incident, the policies and procedures outlined in the Emergency Response Manual must be followed. The Emergency Response Manual addresses:

- Delegation of emergency authority throughout the Aviation Department and the University of Dubuque.

- Assignment of staff or faculty responsibilities during the emergency a Responsible Individual.

- Coordination of the Aviation Program's emergency response plans with the emergency response plans of other organizations that must interface during the provision of its services.

- Annual review of the Emergency Response plan and process.

This document's policies and procedures are meant to be used in conjunction with the Aviation Team Manual and Emergency Response Manual. If a Responsible Individual within the Aviation Program experiences a case that does not meet the requirements for compliance within the Aviation Team Manual, or the Emergency Response Manual or this manual, they are required to contact the University of Dubuque's Office of the President for further guidance.

2.2.0 Safety Risk Management

2.2.1 Applicability

The safety risk management process must be applied to:

- Implementation of new systems.
- Revision of existing systems.
- Development of operation procedures.
- Identification of hazards or ineffective risk controls through the safety assurance processes.

2.2.2 System Analysis and Hazard Identification

If any of the conditions in 2.2.1 are met, the safety risk management process will be triggered. This process includes defining:

- Function and purpose of the system.
- The system's operating environment.
- An outline of the system's processes and procedures.
- The personnel, equipment, and facilities necessary for the operation of the system.

The identification of hazards or ineffective risk controls will be made through a non-punitive hazard reporting program. If a hazard is identified within the Aviation Program, a hazard (or safety report) must be filed with the Director of Safety. In addition to this program being non-punitive, it is also anonymous in nature. The individual filing the hazard report has the option not to disclose their identity. The responsibility of identifying hazards falls upon all stakeholders within the Aviation Program.

2.2.3 Safety Risk Assessment and Control

The method by which hazards are analyzed is through the *Aviation Program Hazard Analysis and Risk Assessment Worksheet*. This worksheet must be utilized to evaluate the associated risks with all hazards identified through the processes defined in section *2.2.2: System Analysis and Hazard Identification*.

This risk management process will define specific levels of risk which can fall into three categories:

- ***Unacceptable***: any hazard categorized as unacceptable will necessitate that the associated process will cease operations immediately until appropriate mitigating measures have been taken to change the level

of risk down to acceptable levels.

- ***Acceptable with Mitigation***: any hazard categorized as acceptable with mitigation will require additional oversight to ensure that appropriate measures or restrictions are being taken to minimize the associated risk and be a catalyst for successful outcomes.

- ***Acceptable***: any hazard categorized as acceptable does not require any additional mitigating measures and can be assumed without restrictions.

The identified hazard will determine the department, manager, or supervisor involved with the method by which mitigating strategies are formed, approved, and implemented. The hazard report will be filed with the Director of Safety. The Director of Safety will begin the risk assessment upon receipt of any hazard report. If key personnel from other departments are involved, the manager or supervisor from that department must develop mitigating processes. These mitigating processes must be implemented to reduce the likelihood and/or severity of the hazard identified. The Director of Safety, Director of Aviation Programs, and associated manager(s)/supervisor(s) must approve and document in writing the mitigating strategies. Whenever *unacceptable* risk is identified, this will require the Director of Aviation Programs' involvement, the Coordinator of University Safety and Awareness, or the President of the University, to resume the associated operation through mitigating processes to bring the associated risk to acceptable levels.

2.2.4 Risk Definitions and Mitigation Processes

The tables below define the levels of severity and likelihood of an occurrence used during the risk management process to measure risk levels with an associated hazard. When a hazard is being processed to define the associated risk levels, each hazard will be assigned an initial risk index (IRI). Subsequently, a final risk index (FRI) will be assigned based on the mitigating strategies implemented to reduce the risk by decreasing the likelihood and/or severity of the associated operation. Once the risk is calculated and the associated risk indexes are available, the Director of Safety must consult the following risk matrix to determine the level of risk:

Risk Likelihood		Risk Severity				
		Catastrophic **A**	Hazardous **B**	Major **C**	Minor **D**	Negligible **E**
Frequent	**5**	**5A**	**5B**	**5C**	**5D**	**5E**
Occasional	**4**	**4A**	**4B**	**4C**	**4D**	**4E**
Remote	**3**	**3A**	**3B**	**3C**	**3D**	**3E**
Improbable	**2**	**2A**	**2B**	**2C**	**2D**	**2E**
Extremely Improbable	**1**	**1A**	**1B**	**1C**	**1D**	**1E**

Once the risk is calculated and assessed on the above matrix, actions will be based on the color-coding:

- **Red** = Unacceptable
- **Yellow** = Acceptable with mitigation
- **Green** = Acceptable

A standardized scale for measuring severity and likelihood is necessary to provide subjectivity and consistency to the assessment and allocation of risk to the identified hazards. The methods by which the Director of Safety should assign risk indices will be based on the following criteria:

Severity of Consequences			**Likelihood of Occurrence**		
Severity Level	Definition	Value	Likelihood	Definition	Value
Catastrophic	Aircraft/Equipment destroyed; multiple deaths	**A**	**Frequent**	Likely to occur; weekly or daily	**5**
Hazardous	Large reduction in safety margins, physical distress, or workload such that aviation service providers cannot be relied upon to perform their tasks accurately or completely; serious injury or death; major equipment damage	**B**	**Occasional**	Likely to occur sometimes; monthly	**4**
Major	Significant reduction in safety margins, reduction in the ability of aviation service providers to cope with adverse operating conditions as a result of an increase in workload, or as result of conditions impairing their efficiency; serious incident; injury to persons	**C**	**Remote**	Unlikely, but possible to occur; semesterly	**3**
Minor	Nuisance; operating limitations; use of emergency procedures; minor incident.	**D**	**Improbable**	Very unlikely to occur; yearly	**2**
Negligible	Little consequence	**E**	**Extremely Improbable**	Almost inconceivable that the event will occur	**1**

2.3.0 Safety Assurance

2.3.1 Safety Performance Monitoring and Measurement

The Aviation Program will utilize various methods to monitor the compliance and standards of safety set forth by this document and other Aviation Program manuals. At a minimum, the following processes may be utilized for this purpose. A modification of the following methods or other methods or processes may be used at the discretion of the Director of Safety as needed.

- The Aviation Program will monitor operational processes through Flight Data Monitoring (FDM). Recreations of previous flights utilizing Cloud Ahoy or similar software may be conducted. The Director of Safety, or designee, may review the flight to ensure safety and compliance.

- FDM monitoring will also be conducted by participating in the National General Aviation Flight Information Database (NGAFID). This program will analyze flight data from all appropriately equipped aircraft. This program will serve the purpose of screening large amounts of data and focus attention on cases in which safety or procedural standards may have been compromised. Whenever flights are identified with tolerances exceeded, further investigation will determine the potential for compromised safety. Additionally, the NGAFID serves to provide the general aviation (GA) community with data for analysis. This data is de-identified and retrieved at regular intervals, usually to coincide with the 100-hour inspections, and uploaded to the NGAFID for analysis.

- In addition to full-time or part-time staff, the Aviation Program will utilize students to provide analysis services. This may be conducted with Graduate Assistants (GA), student-workers, or in-class assignments. These individuals may be assigned one or more flights, operations, or incidents to analyze for quality assurance. The determination of which flights, operations, or incidents to analyze will be determined by the Director of Safety. The analysis process will take place a minimum of twice per year. It will be standard practice for students in the aviation safety courses to participate in the process of flight operations quality assurance (FOQA) or other analysis conducted under the SMS.

- The Aviation Program will utilize students from the aviation safety courses to perform internal audits of ramp or facilities operations. Students will monitor and record ramp or facility operations to ensure compliance with policies and procedures. The findings from these audits will be submitted and reviewed by the Director of Safety. Analysis of this data will be performed and presented to the Aviation Safety Council and Semester Safety Meetings.

- The aviation safety courses will serve the purpose of evaluating the Aviation Programs SMS. At a minimum of once a year, students from aviation safety courses will perform an audit on the Aviation Safety & Operations manual and all related documents to ensure compliance, relevance, and appropriateness. Findings from these reports will help the Director of Safety and Director of Aviation Programs maintain the Aviation Program's integrity.

- In the event of an accident or incident, the procedures outlined in the Emergency Response Manual must be followed, and all appropriate parties must be notified. Additionally, the Director of Safety will initiate an investigation into the case to determine issues of non-compliance. The Director of Safety will also perform a systematic evaluation of the case to determine the associated hazards. These hazards must be

analyzed by the means outlined in *2.2.0: Safety Risk Management*. This process will have the goal of systematically improving safety by reducing the likelihood and/or severity of similar events from happening in the future.

- In the event of intentional non-compliance or suspected intentional non-compliance, some manner of disciplinary action may take place as outlined in *3.1.41: Irregular Operations, Emergency Response, Incidents, and Accidents*, and/or *3.1.45: Violation of Policies and Procedures*. The Director of Safety will be responsible for compiling any and all data necessary to determine the legitimacy of the non-compliance. The Director of Safety will consult with the appropriate manager to determine the proper course of action. The repercussions will be determined on a case-by-case basis and in accordance with supporting documentation.

All students, staff, and faculty within the Aviation Program and stakeholders with a vested interest in the Aviation Program have the option to report safety-related issues anonymously. This will encourage participation from stakeholders who may be apprehensive about bringing their concerns to other forums. These hazard reports may be filed for any item related to the Aviation Program, but not limited to, the following:

- Hazards
- Issues
- Concerns
- Occurrences
- Incidents
- Proposed solutions
- Safety improvements

2.3.2 Safety Performance Assessment

Director of Safety will convene the Aviation Safety Council, as outlined in *2.1.5: Aviation Safety Council,* to discuss the Aviation Program's safety performance against the safety objectives stated in this document. The Director of Safety's responsibility is to organize the meeting and coordinate with all necessary departments, managers, and supervisors. During these meetings, the following actions must take place:

- Ensure compliance with the safety risk controls established by the Aviation Safety Council and the Accountable Executive.

- Evaluate the performance and effectiveness of the SMS.

- Evaluate the effectiveness and relevance of safety risk controls established under *2.2.3: Safety Risk Assessment and Control*.

- Identify changes in the operating environment that may introduce new hazards.

- Identify new hazards.

If new hazards or ineffective controls are identified, the process in *2.2.0: Safety Risk Management* must be used to evaluate those hazards and/or controls.

2.3.3 Continuous Improvement

If deficiencies are detected through the processes described in 2*.3.2: Safety Performance Assessment*, it is the responsibility of the Director of Safety, Director of Aviation Programs, and any applicable manager(s) or supervisor(s) to mitigate the deficiencies. The processes in *2.2.0: Safety Risk Management* must be used to control risk and systematically eliminate or reduce the severity and/or likelihood of hazards.

2.4.0 Safety Promotion

2.4.1 Competencies and Training

All stakeholders within the Aviation Program must have an understanding of the University of Dubuque Aviation Program's safety and operations expectations, policies, philosophy, and culture. To meet this requirement, the following will be implemented:

- **Initial Training or familiarization**: All new staff and faculty will participate in a training or familiarization session that will cover the SMS, safety culture, and conduct expectations, to be delivered by the Director of Safety or designee.

- **Department Specific Training**: The Director of Safety, in coordination with the manager(s) or supervisor(s) of each department within the Aviation Program and other outside stakeholders, will provide department-specific training to all employees working under their supervision.

- **First-Year Students**: The Director of Safety, in coordination with instructors or faculty, will provide a minimum of one (1) hour of in-class instruction to all first-year students within the first three weeks of the start of their first semester (fall or spring) at the University.

- **Aviation Courses:** In addition to the first-semester course instruction, students will receive in-class instruction on safety risk management and SMS when they enroll in the Aviation Safety Management course required of all students within the Aviation Program. Additionally, other aviation courses offered by the Aviation Program will have a lesson in effective safety culture. The Director of Safety will provide the curriculum and expectations for these courses.

- **Standardization Training**: Once a year, all Flight Instructors and Flight Operations staff will be required to participate in a minimum of one (1) hour recurrent training provided by the Director of Safety.

2.4.2 Safety Communication

The Director of Safety, or designee, will be responsible for communicating safety information to all Aviation Program stakeholders and other external stakeholders as needed. This may include, but not limited to:

- Ensuring that participants are knowledgeable and informed of the safety policies, processes, expectations, and tools relevant to their areas of responsibility.

- Promoting and maintaining the integrity of the Aviation Program safety culture

- Conveying hazard, risk mitigation, and risk management information to all relevant stakeholders.

- Ensuring transparency of the processes by explaining what, how, when, and why safety actions are in place, or are being introduced, or changed.

The Director of Safety will use various methods to publicize and disseminate information on a timely basis. These may include, but not limited to:

- Training or orientation meetings, as outlined in *2.4.1: Competencies and Training.*
- Aviation Safety Council, Aviation Standards Review Board, and Aviation Student Advisory Committee meetings.
- Weekly Operations Briefings with Flight Operations staff.
- Weekly Aviation Program Leadership meeting.
- Yearly standardization meetings for all flight instructors.
- Regularly scheduled Flight Instructor meetings.
- Regularly scheduled Aviation Department meetings with faculty and instructional staff.
- Participation in classroom activities to promote safety policies and objectives.
- Aviation Program Safety meetings scheduled once per semester.
- Meetings with Department personnel outside of the Aviation Program, including the University's Office of the President.
- Publication of the Operations Information File (OIF) as needed.
- Publication of the monthly Aviation Safety Newsletters.
- Email communication or utilizing public information display units at BFC on an as-needed basis.

2.5.0 SMS Documentation and Recordkeeping

2.5.1 SMS Documentation

This document will serve as the guidance material for all SMS policies, processes, and procedures. This document is meant to be utilized in conjunction with the Emergency Response Manual and the Aviation Team Manual for guidance on the expectations within the University of Dubuque's Aviation Program.

2.5.2 SMS Records

The Director of Safety will assume all responsibility for maintaining records to comply with the standards set forth by the U.S. Federal Aviation Administration's Safety Management System Voluntary Program (SMSVP) guidance (AC 120-92B). These records include:

- Records of outputs of the safety risk management processes, as described in *2.2.0: Safety Risk Management,* must be retained for as long as the control remains relevant.

- Records of outputs of safety assurance processes, as described in section *2.3.0: Safety Assurance* must be retained for a minimum of 60 consecutive calendar months.

- Records for all training provided under section *2.4.1: Competencies and Training* for each individual must be retained for as long as the individual is employed or a student at the University of Dubuque.

- Records of all communications provided in accordance with section *2.4.2: Safety Communication* must be retained for a minimum of 60 consecutive calendar months.

SECTION 3:

OPERATIONS

3.1.0 General Operating Rules & Procedures

3.1.1 Babka Aviation Learning Center (BFC) Operations and Procedures

Regular Dispatch Hours of operations:

	Fall & Spring	Summer & May-Term
Monday	06:15 – 22:00	06:30 – 18:00
Tuesday	06:15 – 22:00	06:30 – 18:00
Wednesday	06:15 – 22:00	06:30 – 18:00
Thursday	06:15 – 22:00	06:30 – 18:00
Friday	06:15 – 22:00	06:30 – 18:00
Saturday	06:15 – 22:00	07:00 – 17:00
Sunday	Closed	Closed

** Subject to change. Check with Dispatch for current hours*

- All Aviation Students and Staff are required to **carry and display their UD Identification Cards at all times** while on or in any University of Dubuque airport facilities (UDAF).
- If students require access to the BFC after hours for flight instruction-related activities, they are required to notify the Dispatch Supervisor a minimum of 24 hours in advance for Weekday access and 48 hours in advance for Weekend access.
- Parking in front of the Babka Aviation Learning Center (BFC) is reserved for full-time staff and faculty working at the BFC. Students may not park at the BFC parking lot. A UD-Aviation parking tag is required, and if no tag is displayed on a vehicle, a ticket/citation may be issued for that vehicle. Student and overflow staff parking is located near the UD Hangars. A shuttle service is available during regular dispatch hours of operation for transportation from the Hangars to the BFC.
- Smoking, vaping, and related activities are prohibited in all University of Dubuque facilities. This includes all UDAF facilities, ramp, parking lots, and surrounding areas (within 50 feet) at the airport.
- All UDAF are drug, alcohol, and weapons/firearms free areas with the exception that a Swiss army or pocket knife may be carried inside a flight bag while at UDAF as part of survival kit preparedness.

3.1.2 Flight Block Scheduling

All students will be assigned an instructor and, where appropriate, flight labs, consisting of one-hour and forty-five-minute block times at the beginning of each semester.

- A student may book additional flight time if an aircraft and/or instructor are available.

- Students must be at the Babka Aviation Learning Center (BFC) for an assigned time block unless the Flight Instructor has officially canceled the lesson and made other arrangements. When weather or aircraft maintenance prevents a scheduled flight, the Flight Instructor may prepare a different lesson plan or conduct a ground or simulator lesson.

- Students should plan to **be at the airport at least 15 minutes** before their scheduled time to preflight and check the weather as necessary. If the student is not ready to depart within 15 minutes of the planned departure time, the aircraft will be released to meet other training requirements.

- If a student fails to advise their instructor and/or dispatch office of a cancellation 24 hours in advance, they may be charged a **$150.00 No Show Fee** to their flight account. Students who fail to attend flight training at scheduled block times more than twice without an excused absence will be removed from their flight block and put on standby. The student will be required to arrange their flight training through their assigned instructor.

- Students achieving less than a **2.50 semester GPA** will be removed from a flight block for the following semester. The student may fly standby during that semester. A student will be re-instated to a flight block only if they achieve a semester GPA of 2.50 or higher at the end of the subsequent semest**er**. This does not include May-term or summer semester.

- If the flight account balance is at or below what is required for a scheduled flight block, the lesson may be canceled. Flight privileges will be suspended for students with negative balances in the flight account. Students may be removed from the permanent flight block and put into standby status if the flight account does not have adequate funds for more than seven (7) business days. If a student is dropped from a flight block, and a flight block becomes available after sufficient funds have been deposited into the flight account, a flight block may be reinstated.

- If there is a question or you are unsure if the flight will be conducted, check the weather first, and then call your Flight Instructor and Dispatch.

- Staff and Faculty utilizing UD Aircraft for their training use are also required to open and maintain adequate funding in their flight account.

3.1.3 Dress Code

Students, Staff, and Faculty, are expected to dress appropriately and professionally at all times while at the Babka Aviation Learning Center (BFC) and on-campus during academic and flight-related activities. Students are expected to dress professionally when they are on cross-country flights. For all stage checks and check rides, students are required to dress business causal consisting of dress slacks and button-down collared shirt or UD polo. A suit, tie and/or sport coat are optional. Additional dress code requirements are addressed in the summer and winter operations section of this document.

Flight Instructors are required to wear business casual attire or University of Dubuque branded items at all times when on duty. Refer to the Aviation Team Manual for additional information.

3.1.4 Food & Drink

No food or drink is allowed inside the aircraft, except for water in a sealable container. All containers, trash, and personal belongings must be removed from the aircraft after each flight.

3.1.5 Rest and Duty Limitations

Adequate rest or relaxation time is a critical component for everyone within the Aviation Program to effectively carry out their responsibilities and create a safe work environment for all stakeholders. Therefore, it is essential that everyone manage their time effectively to comply with the following requirements.

- Terms
  - Duty period: a period that starts at the beginning of the first scheduled activity of the day and ends with a rest period.
  - Rest period: a continuous period of uninterrupted time away from scheduled activities. This period should include 6 to 8 hours of sleep.
  - Scheduled activities are grouped into two (2) categories: UD scheduled activities and Non-UD scheduled activities:

  - UD scheduled activities include, but are not limited to:
    - Academic classes
    - Extracurricular activities
    - Meetings
    - Airport activities
    - Any UD employment

  - Non-UD scheduled activities include:
    - Any employment other than UD

- Duty period involving aircraft activity (dual and solo):
  - No more than 16 hours of duty period involving aircraft activity in the preceding 24 hours including non-UD owned aircraft.
  - A student must have a minimum period of 10 hours away from all scheduled activities between two duty periods and allow for 6 to 8 hours of sleep.
- Student limitation
  - No more than 4 hours of local flight per day unless the pilot obtains the UD CFI's permission.
  - No more than 8 hours of total flight time within the preceding 24 hours.
- Flight Instructors
  - Flight instructors are limited to 8 hours of instruction within the preceding 24 hours.
  - Flight instructors must have at least one day of rest from UD-scheduled activities every 7 days.

3.1.6 Weather Briefing

All Pilots must obtain an aviation weather briefing before any flight. This can be done on your own time or at the Flight Operations Center before your lesson.

Flight Service Station phone numbers will be available near the telephone at the Weather Desk. The numbers are:

Flight Service Station	1-800-992-7433 (WX-BRIEF)
Dubuque ASOS	563-557-2579

Electronic flight bags (e.g., Fore Flight) may be used for flight planning and weather briefing purposes. A record of a weather briefing is required to be kept either electronically or by printing the briefing and attaching it to the flight plan form. If utilizing the electronic method, a copy of the full weather briefing linked to the tail number of the aircraft being used for the lesson **must be emailed to UDFlight@dbq.edu** for storage purposes. Failure to provide this electronic copy or failure to link the appropriate tail number with the briefing would violate this policy and not serve as an adequate method of a full route brief.

3.1.7 FAA Approved Flight Manual

All pilots are required to possess and maintain a pilot information manual or aircraft operator's manual for each aircraft they are qualified to fly.

3.1.8 Flight Account Funds

All students are required to maintain a **minimum $1000.00** positive balance for fixed-wing training and **$3,000** for Rotor-Wing training in their flight activity account with the UD Student Accounts office.

The Director of Student Engagement will place a student, staff, or faculty in a "no-fly" status when they deem there are insufficient funds or the student does not have a financial plan to pay for flight training. Only the Student Accounts office, the Director of Aviation Programs, or the Director of Flight Operations can release a student, staff, or faculty for flight after entering into a financial "no-fly" status.

3.1.9 Electronic Flight Bag

If current paper charts are not on board the aircraft, all pilots must abide by the following minimum guidelines regarding their electronic flight bag's (EFB) battery life.

- ✈ Flight Instructors should start the workday with a minimum of 95%
- ✈ Pilots should maintain the following:
    - o Local Flights – 50%

- VFR Cross Country and Local IFR – 75%
- IFR Cross Country – 95%

Cell phones are not considered an acceptable means of satisfying the requirements of this section. However, they may be considered a backup if an iPad (or similar device) failure/malfunction, they will never be considered acceptable as primary. Prior to every flight, each pilot shall consider the risks of their primary EFB failure due to extreme temperatures, battery life, and other limitations. Each pilot shall be prepared with additional charging cords, paper charts, and/or backup EFB(s) if necessary.

3.1.10 Use of Electronic Devices

Although cell phones and other electronic devices may be utilized for certain phases of operations, Pilots must use their best judgment and preserve the integrity/safety of the operation at all times.

- Cellphones and electronic devices may be used solely for navigational or instructional purposes while in flight. Texting, emailing, social media, playing games, or non-operational tasks are not permitted at any point while the engine is running or while doing the pre and post-flight checks. Use of an electronic device to provide background music during the non-critical phases of a cross county flight is permitted.

- Cellphones should only be used on the ramp for purposes directly related to preparing for the flight to include but not limited to calling for fuel, checking the weather, or altering/filing a flight plan. If using an electronic device, that person must ensure that they are not in a position to cause a hazard for taxiing aircraft, airport vehicles, or any other aircraft/vehicle present on the ramp.

- Photography and Videography Policy:
  - No photography or videography is permitted on solo flights unless needed to record maintenance abnormalities or other issues involving the safety of the flight.
  - Photography is permitted on dual flight and flights with more than one adequately rated pilot on board the aircraft under the following restrictions:
    - The pilot flying is under no circumstances to be the one to take a picture
    - Unless needed for instructional or maintenance purposes, the aircraft is not in a critical phase of flight (defined later in this section)
    - The flight is not altered in terms of altitude, attitude, or airspeed to take a picture
    - Flash is to be turned OFF at all times
    - A passenger in the rear seat of the aircraft may take a picture under the following restrictions:
      - They have received permission from the pilot in command (PIC) and co-pilot/instructor
      - They do not distract the PIC and/or co-pilot/instructor
      - They do not restrict the field of vision of either PIC and/or co-pilot/instructor
  - Critical phases of flight:
    - Ground operations
    - Taxi
    - Takeoff
    - Maneuvering flight
    - Emergency operations (actual or simulated)

        - Instrument meteorological conditions (IMC)
        - Approach
        - Landing
        - Below 3,000 AGL (unless in straight and level flight)
    - Videography and mounting of a camera are subject to the following restrictions:
        - External mounting of a video recording device is not permitted
        - It cannot restrict the field of vision of the PIC and/or co-pilot/instructor
        - It cannot be mounted in a way that restricts the range of motion of the PIC and/or co-pilot/instructor
        - The individual mounting the camera must meet with the Director of Maintenance and Director of Safety before mounting a camera anywhere onboard the aircraft to approve the method and location of mounting

3.1.11 Aircraft Checkout

The aircraft's keys will be in the individual aircraft dispatch book and will be kept during regular business hours at the Dispatch Desk.

- ✈ Aircraft Dispatch Binders will be checked out by the Flight Dispatcher in the Flight Operations Center.
- ✈ It is both the Flight Instructor's and students' responsibility to ensure aircraft are signed out and in.
- ✈ The keys and Aircraft Dispatch Books must be returned in the same manner. If a Pilot should take the keys home, the Pilot must return them by any means possible, even if it means another trip out to the Flight Operations Center.
- ✈ Prior to flight, there can be no open “squawks.” The squawk sheet must be checked before signing out the aircraft.
- ✈ The aircraft maintenance status sheet (Appendix A) will be checked against the tach sheet by the PIC prior to dispatch to ensure that there is enough time remaining before scheduled maintenance to conduct the flight. The Tach sheet numbers must be compared with the aircraft Tach and verified before the flight.
- ✈ Aircraft marked as “Local Dual ONLY” will be restricted to a 50 NM radius for fixed-wing and 25 NM radius for RW from KDBQ, and the destination airport must have aircraft maintenance available on the field.

3.1.12 Maintenance Procedures

The “squawk” sheets will be located in the aircraft dispatch binders, and there is an aircraft maintenance status sheet with each aircraft dispatch book (Appendix A).

- ✈ If a squawk is found during the preflight inspection, consult with your Flight Instructor or the supervising instructor on duty before making an entry on the aircraft squawk sheet. If the Flight Instructor or

supervising instructor is unavailable, consult with the Chief Flight Instructor or an Assistant Chief Flight Instructor, or the Director of Maintenance or a UD maintenance assistant/technician other than student workers. If none of the above is available, record the discrepancy on the aircraft squawk sheet and return the aircraft dispatch book to Dispatch. Do not proceed with the flight.

- If a squawk is found during your flight or on the post-flight inspection, record the discrepancy on the aircraft squawk sheet. Ensure that a "SQUAWKED" insert is placed in the outside pocket of the binder. Inform Dispatch and your Flight Instructor, to ensure the aircraft is not available for dispatch.

- A squawk can be recorded by any registered UD aviation student, a licensed pilot, or a Certified Flight Instructor.

- The aircraft will be returned to service after the Director of Maintenance, an appropriately rated mechanic or maintenance organization, is satisfied that the squawk has been corrected or is not valid. Appropriate entries will be made, as required, in the aircraft logbook. The squawk sheet will be signed off as corrected or not valid by the Director of Maintenance, appropriately rated mechanic, or maintenance organization.

- If the aircraft is away from the home base, a telephonic authorization may be given to a Pilot to proceed by the Director of Maintenance, Dispatcher, or any UD Flight Instructor after consulting or coordinating with an appropriately rated mechanic or maintenance organization.

- Maintenance may request feedback through the squawk sheet on a previous squawk. This request will be denoted by including the contraction "NPPC" (i.e., Next Pilot Please Comment) on the squawk sheet. The next crew to fly an aircraft with an "NPPC" must inspect the system/component requested by maintenance and provide feedback directly to the maintenance department. Also, the crew should fill out and sign off on the NPPC. See Appendix B for an example.

- The Director of Maintenance will be responsible for ensuring that required maintenance is completed promptly.

- With the assistance of the dispatcher, the Director of Maintenance is responsible for recording aircraft Tach times daily and will ensure that the information is up to date at the beginning of the day.

- The Director of Maintenance will be responsible for updating the aircraft maintenance status sheets as required for the next scheduled maintenance.

3.1.13 Oil Usage and Monitoring

All oil for the aircraft will be located in the hangars and the Babka Aviation Learning Center (BFC) ramp exit vestibule.

- Refer to aircraft dispatch book for any specific oil requirements, as noted by the Director of Maintenance.

- Funnels and paper towels will be located in the hangars.
- Empty oil cans and refuse will be placed in the appropriately marked garbage cans located in the hangars.
- Whenever filling up the oil reservoir, it is standard policy to use all or none of a quart of oil. **DO NOT** utilize partial quarts and place the remaining quantity back on the shelf.

3.1.14 Fueling of Aircraft

Dubuque Jet Center will fuel UD aircraft at the Dubuque Regional Airport. The aircraft may need fuel before or after the flight. If refueling at an airport other than KDBQ, the following guidelines must be followed:

- Personally supervise and observe the refueling process
- The aircraft must be fueled in the open and adequately bonded with the fuel truck. Ensure that the windshield is cleaned after fueling.
- NO SMOKING anywhere on the airside ramp or close to or inside the aircraft.
- Always verify that fuel caps are secure after refueling.
- Use a UD credit card or charge it to the University of Dubuque. If neither method is accepted, use your personal credit card or cash. You will be reimbursed in your flight account provided you present a receipt.
- **General Rule**: Refuel all airplanes after 2 hours of flight or 2 flight blocks.

3.1.15 Ramp Safety

Review the safety manuals for additional information. Be alert at all times on the ramp and report any suspicious activity to a flight instructor or airport authority.

- The use of electronic devices on the ramp is outlined in the “Use of Electronic Devices” section of this document. Use of earbuds, headphones, or similar devices capable of restricting hearing is not permitted unless approved by the Director of Safety. Beanies, stocking caps, ear muffs, and similar apparel is not included in this part. Keep “heads up” and alert at all times.
- UD ramp markings are for guidance only. Use caution and watch your wingtips while taxiing.
- No taxiing is permitted between the back row of aircraft and the hangar or other buildings.
- If a fuel truck is refueling an aircraft in the back row, do not taxi past it. Find a different route to your parking spot or shut down and move aircraft by hand.

3.1.16 Preflight of Aircraft

A complete and thorough preflight must be conducted before each flight using UD approved checklists and procedures.

Fuel samples should be taken using the sampling cups provided for this purpose.

- Clean fuel samples should be returned to the fuel tanks
- Contaminated fuel samples should be poured into the containers provided in the hangar or Babka Aviation Learning Center (BFC) ramp exit vestibule yellow storage cabinet.

3.1.17 Hangaring of Aircraft

Hangaring aircraft at the Dubuque Regional Airport must be done with extreme care. The following procedures apply:

- A minimum of two people will be used when ground handling or moving any aircraft. Both are required and responsible for maintaining proper clearances from other aircraft and obstacles and shall communicate through verbal and/or nonverbal means.

- Before any hangar door operation, ensure that the internal and external area that the door travels in is clear. Hangar doors will always be opened to their maximum amount and closed completely when aircraft are not being moved in or out of the hangar.

- All landside doors to the hangar will remain closed and locked at all times.

- During the day, aircraft will be parked only in approved areas.

- Aircraft will not be left on the ramp when winds are forecasted to exceed 30 knots for fixed-wing and 35 knots for rotor-wing.

3.1.18 Starting and Taxiing Aircraft

The following procedures will be followed before or during start/taxi operations:

- Start all aircraft outside the hangar at a low rpm (1000-1200) and at such an angle that the prop wash is not blown into the hangar or ensure that the hangar doors are closed.

- Ensure that the propeller area is clear both visually and verbally; **DO NOT HAND PROP THE AIRCRAFT**.

- Call UD Company Frequency (121.95) to notify of your departure from the ramp after receiving all clearances but before requesting taxi clearance. (Ex. "*UD Dispatch, 123 uniform delta departing the Babka ramp*.").

- No matter where you are, taxi with respect to existing traffic, surface, and wind conditions.

- ✈ Taxi generally should be no faster than a brisk walk or approximately 10 knots. Environmental and traffic flow considerations may require deviation from a brisk walk.

3.1.19 Fuel Reserve

The minimum fuel reserves for all VFR flights on a VFR cross country flight plan or on a local flight in VFR conditions (VFR flight) in UD fixed-wing aircraft will be 1.0 hours for day and 1.5 hours for night. The minimum fuel reserves for all VFR flights in UD rotor-wing aircraft will be 30 minutes. When necessary, purchase fuel at planned stops.

For all IFR RW and FW flights on an instrument flight plan (IFR flight), follow the regulations prescribed in the FARs.

Alternate fuel should always be considered. Flights in actual IMC at UD are required to list an alternate. VFR flights should consider fuel to the alternate airport plus the UD prescribed alternate fuel.

3.1.20 Area Clearing Procedures

Before Takeoff: Before taxiing onto a runway or landing area in preparation for takeoff, pilots should scan the approach areas for possible landing traffic and execute the appropriate clearing maneuvers to provide them a clear view of the approach areas.

Climbs and Descents: During climbs and descents, pilots must execute a gentle pitch and bank change at a frequency that permits continuous visual scanning of airspace ahead, below, above, and to the left and right of their path.

Straight and Level: Develop a visual scan that allows the pilot to look at everything both inside the flight-deck and outside the aircraft every 15 seconds.

Traffic Pattern: Obstacles and ATC instructions permitting, the last 4 NM to the traffic pattern should be flown at traffic pattern altitude. At KDBQ, the standard traffic pattern altitude is 1,900 MSL for fixed-wing operations. Rotor-wing operations may be conducted at lower altitudes to avoid the flow of fixed-wing traffic.

Flight Training Practices: Flight Instructor will have students verbalize clearing procedures by calling out “clear” left, right, above, and below to instill and sustain the habit of vigilance during flight. While flying high-wing airplanes, momentarily raise the wing in the direction of the intended turn and look. Appropriate clearing procedures should precede the execution of all flight maneuvers.

3.1.21 Collision Avoidance Procedures & Traffic Management

- ✈ An aircraft identification tag will be placed on the practice area map before each local flight.

- ✈ Whenever practical, UD Company Frequency (121.95) and Dubuque tower (119.5) will be monitored while operating in the practice areas and while conducting local practice approaches. When able,

maintain a listening watch on Dubuque tower frequency.

- When conducting practice approaches at the KDBQ, the outbound leg must be flown at a minimum altitude of 500 feet above the highest inbound course altitude for that particular runway.

- Be alert at all times. Maintain a thorough visual scan during taxi and in flight. Additionally, develop an ability to picture what is happening around you from radio traffic. Develop and maintain situational awareness

3.1.22 Minimum Altitudes

Except for taking off or landing at approved airports or in an emergency, no flying is permitted less than 500 feet above the ground.

- In all cases, FARs related to minimum altitudes and all applicable Airman Certification Standards must be followed.

- Other than for landing, departing, instrument approach procedures, or as otherwise directed by Dubuque Tower or ATC, no dual or solo training will be conducted over the City of Dubuque.

- No simulated emergency landings will be practiced while on a solo flight.

- All simulated/actual emergencies will be handled using the emergency checklist for the appropriate aircraft if time and conditions permit.

- No off-airport landings are permitted except in the case of an emergency. Off-Airport landings performed in rotor-wing aircraft require prior written consent from the landowner of intended use

- Except for takeoffs and landings, maintain sufficient altitude to allow sufficient time to execute a forced landing.

3.1.23 Practice Areas

The University of Dubuque has designated practice areas. For a visual representation of the UD practice areas available for use, see Appendix C of this document.

3.1.24 Checklist Usage

Training aircraft do not require two crewmembers. Therefore, pilots must demonstrate single-pilot proficiency in the training aircraft to pass the FAA Practical Tests and safely operate in a single pilot environment.

READ AND DO LISTS:
Read and Do Lists must be accomplished only by reference to the lists and not by memory. Memory items are typically associated with Emergency Procedures. For safety during training, Read and Do lists will also be used for all of our Normal and Abnormal procedures, and adherence to the checklists for all phases of flight will be required.

The entire Read and Do task must be read before any action is taken.

Example: Pilot flying reads: "Throttle, 1800 RPM" (read eighteen hundred RPM). Pilot flying sets the throttle to 1800 RPM and acknowledges: "EIGHTEEN HUNDRED RPM." All Read and Do actions are written in the present tense, but the response should be in the past tense since the item has been completed, i.e., Pilot flying reads "PROP CLEAR," the pilot performs the action and acknowledges: "CLEARED."

At the completion of every checklist phase of flight, the Pilot flying acknowledges _____ checklist complete, i.e., "BEFORE LANDING CHECKLIST COMPLETE."

If you are interrupted during any checklist, stop and announce - "HOLD CHECKLIST AT _____ ." When returning to the checklist, start that particular checklist over from the beginning.

MEMORY ITEMS:
Memory actions are performed by memory with the aid of a flow pattern to help ensure each task is performed. These are often referred to as "flows" or "flow checks" in larger aircraft. Each training aircraft will have its own flow patterns. It is essential to learn these flow patterns to keep items as simple as possible. Too much memorization interferes with the pilot's ability to learn other tasks crucial to becoming a safe, skilled, proficient pilot.

Most of the memory actions deal with emergency situations when it is impractical to read a checklist. The pilot should consult the checklist AFTER the aircraft is stabilized and verify correct actions have been taken in all cases. ***Bold items on the emergency checklists should be committed to memory***.

3.1.25 Returning and Securing of Aircraft

Upon completion of any flight, the following should be done to secure the aircraft properly:

- Call UD Company Frequency (121.95) after shutting down and securing the engine to notify of your arrival and any squawks. Do not change frequencies or start the next phase of operations until UD Dispatch has acknowledged your call.
    - Ex. 1 "*UD Dispatch, 123 uniform delta returned to the Babka ramp, no discrepancies*."
    - Ex. 2 "*UD Dispatch, 123 uniform delta returned to the Babka ramp, with discrepancies and will report to maintenance*."
- Checklist completed
- Chocked for fixed-wing aircraft and as required for rotor-wing aircraft
- Parking brakes off unless required for the safety of fixed-wing aircraft
- Aircraft tie-downs or hangaring will be used when parking and securing the aircraft away from KDBQ. Any costs incurred for tie down and hangaring will be the responsibility of the student or pilot.
- Control lock installed, if available or required
- Seat belts and harnesses stored and unbuckled
- Tow bar removed from nose wheel and stored in the baggage compartment of fixed-wing aircraft

3.1.26 Cross Country Flights

A flight plan must be filed for flights in excess of 50 nautical miles for fixed-wing training and 25 nautical miles for rotor-wing training. Flight instructors may request students to file flight plans for flights less than 50 nm or local flights.

- A detailed flight plan and itinerary for the trip are briefed to an instructor or above. The instructor or above will review the plan for accuracy and completeness and initial the flight plan. Prior to the flight, the pilot-in-command will have an instructor or above verify tthe weather is conducive for conducting the flight. This can be the same instructor or above for both requirements. The person verifying the weather will initial in the weather block on the flight plan and insure the risk analysis is updated if needed. The pilot-in-command will upload the weather brief to UDFlight or have a copy included with the flight plan and risk assessment. Planning must consist of at least the following:

    1. Destination
    2. Passenger names
    3. Estimated time of departure and arrival
    4. Current weather
    5. Enroute weather
    6. Destination weather and forecast
    7. Winds aloft forecast
    8. Alternate airport, if required
    9. Alternate airport weather and forecast
    10. Procedures for caring for and securing aircraft away from Dubuque. Example: storage, fuel, preheat, maintenance

- A copy of your approved UD flight plan form and nav logs must be left with the UD dispatch office before departure. **Dispatch will not issue an aircraft binder without the required paperwork.**

- Cross-country flights should be planned to terminate at Dubuque no later than 21:30 (9:30 pm). Your assigned instructor or the Chief Flight Instructor must approve returns after 21:30 (9:30 pm).

3.1.27 Supervised Solo Flights

A student pilot's primary flight instructor will directly supervise all pre-solo flights. This means the primary instructor will be present at the airport for all of the student's solo flights. If the primary instructor is unavailable, he/she will arrange for an alternative instructor to be at the airport during the supervised solo flight to provide assistance as required and the alternative instructor will become the Supervising Instructor.

- All solo endorsements will be checked thoroughly by the supervising instructor to ascertain any and all limitations have been considered.

- After considering the known conditions existing at the airport and local area, the supervising instructor may authorize your solo flight to be conducted.

- Upon completion of your solo flight, report to the supervising instructor the duration of the flight. Verify proper recording of all Hobbs and Tach information for the flight.

- Ensure that all paperwork and a post-flight debriefing are completed before leaving the airport.

3.1.28 Late Dispatch Procedures

Certain circumstances require late-night operations to meet training requirements. Increased risk comes along with operating during the night, and for this reason, special procedures must be in place to ensure safety. For this process to work, proper planning and coordination are critical. These procedures apply specifically when dispatch is closed or will be closed before the scheduled return to the flight center.

- Coordinate with dispatch what tail number will be used for local night operations. This will ensure the plane needed for the flight is close to the front of the hangar and easily accessible.

- The student's instructor is required to approve the flight and flight plan.

- Call the Jet Center and asking for a top-off of fuel or adequate fuel for the flight. This can occur at the beginning or conclusion of a flight. During winter operations, fuel may swell in the tanks while in the hangar, and leaving some room in the tanks is ideal if at the conclusion of a flight.

- To ensure the safety of VFR cross-country flights, the Pilot is required to file and open a VFR flight plan for the estimated Hobbs time that the Pilot plans on operating when no dispatch is on duty or will cease operations before return to the Flight Center.

- The pilot will be required to arrange for someone to meet them at the airport to help push the plane into the hangar. All moving aircraft must be done in accordance with the aircraft moving procedures.

- A minimum of two people are required to move aircraft in and out of hangars. This process also requires proper checkout on the operation of hangar doors. Please see maintenance personnel to receive operational instruction on this task. Individuals tasked with this operation are required to be affiliated with the Aviation Program or other aviation professionals.

- When operating outside of regular dispatch hours, please ensure that doors remain closed and latched. Do not allow for doors that gain access to secure areas to be left unlocked or propped open.

3.1.29 After-Hours Airport Operations

KDBQ has numerous flight operations after KDBQ ATCT closes between 20:00 (8:00 pm) and 06:00 (6:00 am). Some flight operations are General Aviation operations, training flights, cross country flights, overnight commercial air carriers, or scheduled charters.

As an FAA Part 139 certified airport also operating under DHS/TSA CFR 1542, KDBQ Airport Operations staff are on duty 24/7/365 to maintain a safe and secure airfield and enforce these federal regulations. If you need

assistance for safety or security related issues/incidents, please contact **Airport Operations on Duty (563) 589-4236**. If it goes to voicemail, press 1 to be transferred to the on-duty cell.

If your expected time of return to DBQ is after UD Aviation Dispatch closes:

- Notify UD Aviation Dispatch before departure.
- UD Aviation Dispatch will complete the After Hours Return form and forward it to UD Security.
- **Upon return of your flight, call UD Security at (563) 589-3333 to report down and safe at KDBQ**.
- If UD Security is not contacted within a one-half hour (30-min) of the expected return time, they will first call the Pilot. If they are unable to contact the Pilot, UD Security will contact Aviation Staff to initiate a search for the Pilot and aircraft. ***Contact UD Aviation Dispatch (if open) or Security at (563) 589-3333 to communicate any delays or changes to planned arrival time.***

3.1.30 Overnight Flights

Aircraft may be taken for one night on an overnight flight with prior approval of the Chief Flight Instructor, Director of Operations, and the Director of Safety. Conduct of overnight flights is based on proper planning when aircraft availability permits.

- Pilots are required to complete the on-line DocuSign Overnight Cross Country Rental form or an Overnight Cross Country Request form at the Dispatch desk.
- Each form requires signatures. The DocuSign form is automatically directed to the appropriate persons for approval. The paper form requires a CFI signature before the mandatory pre-departure briefing with the Chief Pilot, Director of Operations or Director of Safety.
- The request must be submitted a **minimum of 48 hours** before the departure time. Pilots must have a **minimum of $500 plus the flight rental cost for the cross-country flight in their flight account 24 hours before the departure time**.
- All Pilots who take an aircraft overnight must use a minimum of 2 flight hours per day that the aircraft is away from the home base.
- Pilots are responsible for hangaring the aircraft during adverse weather and for all extra fees that may be assessed, including hangar fees, tie-down fees, ramp fees, landing fees, call-out fees, etc.
- All dual and solo TCO flights that are paired with an overnight stay require the following steps:
- The hours apply to TCO requirement.
- A detailed flight plan and itinerary for the trip are briefed in person to the Director of Operations for approval (The Chief Pilot, the Head of Academics, the Director of Safety or an Assistant Chief can receive the brief if the Director of Operations is not available). This brief can be up to three days before the intended flight. Once the flight is approved by one of the above individuals, only a Go/No Go weather

approval on the day of the flight is needed. This can be provided by the senior FLIGHT person on duty the day of departure.

- The original brief will include:

- Weather minimums as outlined in the ASOM are in effect.
- Maximum flight time during one day is eight (8) hours. Plan accordingly.
- Helicopter turbine engine aircraft are limited to a range of four (4) hours.
- Appendix E contains a map for planning destinations. It is an 800 NM ring from DBQ excluding flights to the north that ends at the US border with Canada. Flights outside the ring are not approved.
- Hangar or tie-down plan.
- Landing fees.
- Fuel plan.
- Maintenance issues plan.
- Transportation plan at destination.
- Plan for rest and duty day with adherence to all limitations in the ASOM.
- Securing the aircraft after hours (UD scheduled hours).
- **The most current enroute, destination and weather forecast for the entire trip are uploaded into UDFLIGHT before the departure.** A printout of the weather and weather forecast are also acceptable and included with the flight plan and risk analysis.
- All expenses for the flight are the responsibility of the pilot(s).

- 3. All Aviation Safety and Operations Manual (ASOM) policies are in effect, ie: Duty day, alcohol, weather, taking of pictures/video, limitations corresponding to the hour level of the pilot-in-command etc.

3.1.31 Formation Flights

Formation Flying significantly increases collision hazard and the overall risk associated, and it should be taken seriously.

- No formation flying is approved in UD aircraft unless it is for the sole purpose of official flight team practices, tryouts, or the NIFA Flight team competition. The Director of Safety and the Chief Flight Instructor must be notified in writing a minimum of 24 hours before such activity.

- Other special events may be considered but must have the approval of the Director of Safety, Chief Flight Instructor, and Director of Aviation Programs. If approved, there must be two crew members, including at least one CFI, on board. One crewmember will be the pilot flying and the other looking for traffic.

3.1.32 Non-Training Flights

On some occasions, UD Aircraft may be utilized for non-training purposes. Student training and standardization flights take priority over all other requests.

- The admissions office may utilize our aircraft for prospective student visits. The Admissions Counselors must request these flights and must be approved by the Director of Flight Operations. UD Flight Instructors and UD pilots with Commercial & Instrument ratings are the only pilots allowed to conduct these flights.

- UD Alumni may utilize UD aircraft, if available, for training, recurrent, or refresher flying. UD Alumni need authorization from the Director of Aviation Programs, Director of Safety, and Director of Flight Operations to utilize UD aircraft. A current standardized flight instructor will be on board for all such flights.

- Students enrolled as an Applied Aviation Technology, Aviation Management, or Flight operations major/minor may fly on UD aircraft as a passenger, as long as the pilot (PIC) is a certified pilot, been authorized for solo use of the aircraft having successfully completed an end of course check ride at UD or authorized by the Chief Flight Instructor following the end of course review by a UD CFI, and is authorized to carry passengers per the FARs, the Chief Flight Instructor or Assistant Chief Flight Instructor and the Director of Safety. No other passengers are allowed to be carried on UD aircraft by students.

- Other than for training purposes, no UD student or Flight Instructor is authorized to utilize the UD Piper Seminole or other UD multi-engine aircraft or Turbine-Rotor-Wing, unless they have completed their MEI rating (Fixed-Wing) or turbine training (Rotor-Wing), and are standardized in the aircraft and meet other FAR requirements. The student or Flight Instructor will need to obtain prior authorization from the Chief Flight Instructor, Director of Aviation Programs, and the Director of Operations.

3.1.33 Unsatisfactory Stage-Check or End-of-Course Attempts

If a student has two (2) unsuccessful attempts on the oral and/or flight portion of a Stage-Check or End-of-Course evaluation, they must receive a minimum of three (3) additional hours of ground and/or flight instruction (to be determined by student's CFI and initial examiner) from a Flight Instructor before being signed off for a 3rd attempt, which will include a full evaluation with a different examiner. If the student has an unsuccessful 3rd attempt, they will do a full evaluation with a different examiner. If the 4th attempt with a different examiner has an unsuccessful result, the student maybe removed from the Part 141 training and will be required to complete under Part 61, or the student may be dis-enrolled from the flight training program in entirety. The Chief Flight instructor will notify the student in writing of their removal from the Part 141 training. Upon showing substantial compliance with the UD Standards, Airmen Certification Standards or Practical Test Standards to the Chief Flight Instructor following an unsuccessful attempt, the Chief Flight Instructor in her/his sole discretion may waive the full re-evaluation requirement of this section.

A student may appeal the disenrollment from the flight training program to the Aviation Standards Review Board within 14-days of the notification. Successive appeals may be made first to the Director of Aviation Programs, and a subsequent appeal may be made to the Office of Academic Affairs.

3.1.34 Flight Course Grades

At the end of all FLI (flight lab) courses, students will be graded on their performance. Refer to the grading rubric in Appendix D for a detailed grading description. A grade entry will be made no later than the end of the third semester, not including the May-term or summer session, from the semester of the course registration.

3.1.35 Winter Operations

Good judgment must be exercised when operating during the winter and choosing winter clothing. All Pilots are required to have adequate clothing, hats, boots, and gloves in the airplane for all flights. These items must be adequate to keep pilots safe/warm in case an off-airport landing is necessitated.

All engines should be pre-heated when the outside air temperature is below 0 degrees Celsius, and all heaters should be unplugged before refueling and before starting the aircraft.

Temperature for flight training:

- No local fixed-wing flight training or touch-and-go will be permitted when the outside temperature is colder than -20 degrees Celsius or -4 degrees Fahrenheit.
- Practice instrument approach procedures and cross-country flights for fixed-wing aircraft are permitted up to -25 degrees Celsius or -13 degrees Fahrenheit at the instructor's discretion.
- Local and Cross-country flights for rotor-wing are limited to -20 degrees Celsius or -4 degrees Fahrenheit in all phases of flight. Carb heat is recommended during the run-up to preheat the induction system.

Braking Action Reports of Nil or Poor (Fixed-Wing Aircraft):

- When the braking is reported as NIL or a RwyCC reading of 0, no flight operations will be conducted.
- When the braking action is reported as POOR or a RwyCC reading of 1 or 2, no solo training will be permitted.
- When the braking is reported as POOR or a RwyCC reading of 1 or 2, no dual flight training will be permitted when the crosswind component exceeds 50% of the authorized crosswind component.

3.1.36 Summer Operations

- Particular attention should be paid to Density Altitude, Take-Off, and Climb Performance.
- The mixture may need to be leaned before take-off and while maneuvering.
- Shorts or capris and sandals will not be worn during any flight operations regardless of weather conditions. As a minimum, long pants, shirts, and closed-toe shoes are required.

3.1.37 Inclement Weather Policy

In the event of inclement weather conditions, students and staff should use their best personal judgment as to whether it is safe to travel to and from the airport. Essential personnel for the airport will be notified if they are required to come in. If the University or the Babka Aviation Learning Center (BFC) officially closes or there is a delayed start due to inclement weather, notifications will be sent through University email.

In the event that inclement weather is likely to cause travel delays for students/staff with offices at the Babka Aviation Learning Center (BFC), the Director of Flight Operations may implement the Inclement Weather Policy in coordination with the Director of Aviation Programs, Director of Safety and Director of Maintenance.

3.1.38 Unplanned Landings/Delays

If an unplanned landing (on or off-airport) due to weather, mechanical, physical problems, unforeseen circumstances, or any unforeseen delay occurs, call UD Flight Operations as soon as possible. Report the situation to your instructor and seek advice.

- The 800-7- CALL-UD line is available during regular business hours (Monday – Saturday); ask the operator to connect you to the Flight Operations Center, or leave a telephone number where you can be reached. UD Security is always available at **(563) 589-3333**.

- Do not take off again unless you have obtained authorization from the Chief Flight Instructor, Assistant Chief Flight Instructor, a supervising Instructor, or your primary flight instructor.

- If the student or instructor must remain overnight, they should carry sufficient funds to cover their expenses.

3.1.39 Emergency Notifications

Emergency Notification Listings for key personnel are located in each aircraft dispatch book and at the Flight Operations Center.

3.1.40 Fire Precautions and Procedures

There are two types of fires commonly associated with aircraft: electrical and fuel fires.

Electrical:
On the ground, turn off the master switch, and shut down the engine. In the air, follow the procedures as outlined in the POH Emergency Procedures. One fire extinguisher is in each aircraft. Fire extinguishers are located in each hangar.

Gas or Oil Fires:
Use the aircraft checklist under POH Emergency Procedures for fires on the ground or in-flight. Smoking is

prohibited on the airside of the airport and in all University of Dubuque Aviation Facilities. Note: Familiarize yourself with the Emergency Section of the POH.

3.1.41 Irregular Operations, Emergency Response, Incidents, and Accidents

In the event of irregular operations, emergency situations, an incident, or an accident, refer to the protocols laid out in the Emergency Response Manual (ERM).

- An electronic copy of the ERM will be maintained on the Aviation Shared Drive under the *Safety Management Systems* folder. Additionally, a PDF copy of the ERM will be uploaded into the *Aviation Safety and Operations* page in Moodle.

- Printed copies of the ERM will be maintained at key locations as reference for all stakeholders including, but not limited to, Dispatch Desk, the CFI workspace, the offices of the Director of Aviation Programs, Director of Safety, Director of Operations, Director of Flight Operations office, and Director of Maintenance office.

- The Director of Safety may temporarily suspend flight privileges or work responsibilities of any individual involved in an unintentional deviation from standard operations or unintentional procedural infractions, pending a review or investigation. The duration of the temporary suspension will be at the discretion of the Director of Safety.

- Any individual involved in an intentional deviation from standard operations, intentional procedural infractions, incidents, or accidents will have their flight privileges or work responsibilities temporarily suspended, pending a review or investigation by the Director of Safety. The temporary suspension will be for a **minimum of 48-hours or two workdays**.

- Once the review or investigation is completed, the Director of Safety may take one or more of the following actions:
    - Make recommendations for changes to policies and procedures during a regular or special meeting of the Aviation Safety Council (ASC). Significant changes to policies or procedures will need to be communicated to and receive the President of the University's approval.
    - Publish changes to policies and procedures or best-practice reminders in the Operations Information File (OIF) and/or safety newsletter.
    - For intentional deviation from standard operations or intentional procedural infractions, incidents, or accidents, the Director of Aviation Programs will convene the Aviation Standards Review Board (ASRB) to review the Director of Safety recommendations before taking any actions.

- Any affected individual will be provided notice of the ASRB meeting and an opportunity to address the ASRB to defend against the allegation(s) and recommendation(s) proposed. If desired, the individual will be allowed to present witnesses and evidence in support of his/her defense and mitigation of the proposed recommendation(s).

- At is discretion, the ASRB can accept, reject, or modify the recommendation(s). Alternatively, the ASRV can defer its decision or remand the matter to the Director of Safety for further investigation.

- Any action taken by the Aviation Department may be appealed. The first appeal will be to the ASRB and the Director of Aviation Programs. Successive appeals may be made to the Office of Academic Affairs.

- Any factual findings, opinions, "probable cause", or conclusions by the Director of Safety, the ASRB or the Aviation Department are not to be considered admissible in Court.

3.1.42 Wellness, Mental Health, and Brain Health

In line with the industry expectations, the University of Dubuque Aviation Program places an essential emphasis on the health and well-being of all our stakeholders. The health and well-being of the brain are just as important as the rest of the body's health. Taking steps to protect your mental and brain health is critical to enjoying a fulfilling, productive career and maintaining an active and meaningful life. Smeltzer-Kelly Student Health Center implements programs and provides a safe and confidential environment for the UD students for any mental and brain health concerns.

- If you are concerned about your well-being or someone else's well-being, you may refer such situations to the Smeltzer-Kelly Student Health Center or a staff/faculty within the Aviation Department.

- Smeltzer-Kelly Student Health Center or a staff/faculty within the Aviation Department will be required to notify the Director of Aviation Programs and the Director of Safety for further review in situations where the safety and well-being of individuals within the Aviation Program may be impacted.

- The Director of Safety may exercise the option of having the Aviation Standards Review Board (ASRB) review all such situations to determine an adequate course of action. In such a situation, the individual(s) identity will be protected in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

- Actions taken may include a referral to counseling or medical services, and/or a temporary or an indefinite suspension of flying privileges at the University of Dubuque and/or revocation of access to the Babka Aviation Learning Center (BFC) and its facilities.

- Any action taken by the Aviation Department may be appealed. The first appeal will be to the Aviation Standards Review Board (ASRB) and the Director of Aviation Programs. Successive appeals may be made to the Office of Academic Affairs.

3.1.43 Drug and Alcohol Policy

In line with the industry expectations, the University of Dubuque Aviation Program has a Drug and Alcohol policy. All Students, Staff, and Faculty within the Aviation Program are required to comply with this policy and will be administered by the Director of Safety in collaboration with the University of Dubuque's Health Service Administrator and Human Resources Department. **Drug and alcohol testing is conducted in compliance with the DOT and FAA guidelines and rules**.

- ✈ All students, staff, and faculty that operate, maintain, or handle the Aviation Department's aircraft, aerial vehicles, or equipment are required to review and acknowledge the drug testing policy before beginning flight training or employment.

- ✈ Anyone who operates, maintains, or handles aircraft must refrain from consuming alcohol a **minimum of 12 (twelve) hours** before operating, maintaining, or handling any University of Dubuque Aviation aircraft, aerial vehicles, or equipment.

- ✈ All incidents and/or accidents involving a UD aircraft under power requiring an NTSB or FAA notification will be subject to mandatory drug and alcohol testing. All students, staff, and faculty will be directed to the Director of Safety, Smeltzer-Kelly Student Health Center, or the Director of Human Resources for current procedures.

- ✈ Drug testing may be conducted at a medical facility or a University of Dubuque facility, and alcohol testing will be conducted by a university's designee.

- ✈ Random drug and alcohol testing is authorized within the Aviation Program for anyone that operates, maintains, or handles aircraft, aerial vehicles, and equipment, in the Aviation program. **Failure to complete the testing within 24 hours of notification will result in immediate grounding. Failure to submit to testing may be grounds for employment dismissal and/or student disenrollment from the Aviation Program**.

- ✈ At their discretion, the Director of Safety may request an observed drug test at any time and in consultation with the Smeltzer-Kelly Student Health Center or the Director of Human Resources. **Any test that results in a *negative-dilute* will be an automatically observed retest**.

- ✈ Any authorized request by an employer to release testing outcomes for students, staff, or faculty will be conducted under the **Pilot Records Improvement Act of 1996 (PRIA) and CFR 49 Part 40**.

- ✈ Flight privileges and work within the flight operation will be temporarily suspended for anyone testing positive, inconclusive, or negative-dilute pending an initial formal review by the Director of Safety and successive appeal to the ASRB. Once the review or appeal has been completed, flight or work privileges may be reinstated or may be designated as a failed drug test, in which case, will have to follow the prescribed process in this section. The Dean of Students office will be notified of all positive tests.

- ✈ Anyone failing an initial/random drug test will be subject to the following. **Failure to comply may be grounds for employment dismissal and/or student disenrollment**.

    - Student/staff/faculty will be required to participate and complete a Substance Abuse Program approved by the University of Dubuque Smeltzer-Kelly Student Health Center. Student/staff/faculty will be responsible for any costs associated with the program.

- The Student/staff/faculty will be required to submit a report to the Chief Pilot from the Substance Abuse Professional in addition to a narrative of what the student/staff/faculty learned from the situation, their goals in short/long term, and a detailed plan to ensure this situation will not be repeated.
- After the student/staff/faculty completes the above, the Director of Safety will prepare a sanitized report for the ASRB. The ASRB will convene to review reports submitted by the Substance Abuse Professional and the narrative submitted by the student/staff/faculty. The identity of the individual(s) involved will be protected.
  Additionally, the Board may meet with the student/staff/faculty to discuss this occurrence and submitted documents if requested by the student/staff/faculty. The ASRB will make a recommendation to the Chief Pilot if a student/staff/faculty is to be reinstated to full or probationary flight/work status. The Chief Pilot and Director of Aviation Programs will make the final determination.
- If the student/staff/faculty is recommended for return to flight/work status, the student/staff/faculty would be required to successfully pass a randomly scheduled Drug Test for the entirety of their time at the University of Dubuque. Student/staff/faculty will be responsible for any costs associated with the testing.
- A second positive test will result in removal from the program and notification to the FAA.

✈ Any action taken by the Aviation Department may be appealed. The first appeal will be to the Aviation Standards Review Board (ASRB) and the Director of Aviation Programs. Successive appeals may be made to the Office of Academic Affairs.

3.1.44 Administrative Actions, Traffic and Non-Traffic Violations or Convictions

In line with the industry expectations, the University of Dubuque Aviation Program has a standard of behavior expectations and requires all stakeholders to act in a professional and lawful manner. Therefore, the following reports must be made to the Director of Aviation Safety for review within 7 calendar days of their occurrence:

1. Any violations or convictions in a local, State or Federal Court or
2. Any action by an administrative agency affecting the driving privileges of a stakeholder, or
3. Traffic and non-traffic incidents or accidents

✈ Drug or alcohol-related violations or convictions **will** lead to a temporary suspension of flight privileges pending a review by the Director of Safety. The Dean of Students office will be notified for all drug or alcohol-related violations or convictions, and personal behavior violations and convictions.

✈ Other violations or convictions **may** lead to a temporary suspension of flight privileges pending a review by the Director of Safety.

✈ The Director of Safety may exercise the option of having the ASRB review all such cases to determine an adequate course of action. In such a situation, the identity of the individual(s) involved will be protected.

- Actions taken for any violation or conviction may include an indefinite suspension of flying privileges at the University of Dubuque and/or dismissal from the aviation program, and/or revocation of access to the Babka Aviation Learning Center (BFC) and its facilities.

- Any action taken by the Aviation Department may be appealed. The first appeal will be to the ASRB and the Director of Aviation Programs. Successive appeals may be made to the Office of Academic Affairs.

3.1.45 Violation of Policies and Procedures

University of Dubuque Aviation Program practices and emphasizes a "Just Culture" philosophy. When mishaps or deviations from correct/intended actions occur, they fall into one of three categories: human error, at-risk behavior, or reckless behavior.

In cases of ***human error***, it is recognized that the pilot or operator did not intentionally deviate from intended actions. These are considered mistakes, slips, and lapses. If it is determined that the pilot/operator's actions fall within this category, no punitive action will be instituted in response. The pilot/operator will meet with a Flight Instructor or Assistant Chief Flight Instructor and be instructed on preventing future mishaps from occurring.

In cases of ***at-risk behavior***, policies/procedures may have been violated, and it is determined that these actions were intentional in some capacity. However, the magnitude of the deviation is not to the degree of being considered reckless. In these cases, the pilot/operator will be coached by the Chief Flight Instructor or the Director of Safety on how to improve and the importance of complying with policies/procedures.

In cases of ***reckless behavior***, it is determined that the pilot's or operator's actions were intentional and/or reckless in nature. That is, the deviation from policies or procedures was of the magnitude that potential for harm, damage, injury, or rules violations was possible. In these cases, flying privileges at the University of Dubuque may be suspended for up to 90 semester-days for each occurrence. Additionally, the pilot may be financially liable for any damage incurred to UD aircraft or property. The monetary amount determination will be made by the Aviation Standards Review Board (ASRB). Multiple occurrences may result in an indefinite suspension of flying privileges at the University of Dubuque and/or dis-enrolment from the aviation program, and/or revocation of access to the Babka Aviation Learning Center (BFC) and its facilities.

The Director of Safety will determine the designation of which type of behavior a given incident gets assigned in conjunction with the operation process owner. Based on the designation, the Chief Instructor will take action as appropriate. In extreme cases, higher-level individuals such as the Director of Aviation Programs or the President of the University may be involved in the determination process. Any action taken by the Aviation Department may be appealed. The first appeal will be to the Aviation Standards Review Board (ASRB) and the Director of Aviation Programs. Successive appeals may be made to the Office of Academic Affairs.

3.2 Flight Training Limitations – Fixed Wing

3.2.1 General

A pilot must take the following into consideration when operating UD Aircraft at all times:

RUNWAY CONDITIONS/BRAKING ACTION:

- When braking action is poor or RwyCC 1 or 2, the authorized crosswind components will be reduced to 50% of the authorized crosswind component for dual flight training. No Solo training is permitted.
- When braking action is reported as nil, no flight operations will be conducted.

WINDS:

At no time will flights be conducted when the crosswind component exceeds the aircraft manufacturer's demonstrated maximum.

- Each course of instruction has crosswind component restrictions.
- Dual flights, stage checks and end of course exams are not authorized in winds greater than 35 knots or when the crosswind component exceeds the aircraft manufacturer's demonstrated maximum.
- Gust and peak wind gusts observed within the sixty (60) minutes prior to the departure of the flight in excess of the maximum allowable will be used in determining if the flight is permitted.
- Flight instructors may restrict students to lower wind requirements based on individual proficiency.
- Solo flights are not authorized when steady wind conditions exceed 25 knots or gust factor exceeds 10 knots.

WEATHER:

- All stated weather minimums and limitations must not be forecast to deteriorate below the applicable minimums for the duration of the flight.
- Special VFR may be requested when flying within 50NM of KDBQ with a CFI and does not require a navlog to be submitted to Dispatch, but a weather briefing shall be sent to udflight@dbq.edu.

OTHER:

- Local flights are flights remaining within 50NM of KDBQ at all times. Cross Country flights are flights that travel more than 50NM from KDBQ.

- ✈ No touch-and-go operations in retractable gear aircraft.
- ✈ Whenever a doubt arises, **CONSULT YOUR INSTRUCTOR**.
- ✈ **No practice emergency landings will be conducted unless it is a dual lesson.**

3.2.2 Private Certificate Flight Training

Minimum Ceiling and Visibility Requirements:

- ✈ Dual local - 1200' ceiling, 3 miles visibility
- ✈ Dual cross-country - 2000' ceiling, 5 miles visibility
- ✈ Solo local - 1500' ceiling, 5 miles visibility, with your instructor's endorsement.
- ✈ Solo cross-country - 3000' ceiling, 6 miles visibility, with your instructor's endorsement.

Wind: Maximum solo crosswind component is 75% of the demonstrated manufacturer's recommended crosswind component. The maximum dual crosswind component is the manufacturer's demonstrated crosswind component.

No solo touch and go operations. Full stop, taxi back are to be utilized for the initial solo flight. Stop and go may be utilized for subsequent solo flights with the instructor's permission.

3.2.3 Non-Instrument Rated Solo Commercial Certificate Flight Training

Minimum Ceiling and Visibility Requirements – Day:

- ✈ Local - 1200' ceiling, greater than 3 miles visibility
- ✈ Cross-country - 2000' ceiling, greater than 5 miles visibility

Minimum Ceiling and Visibility Requirements – Night:

- ✈ Local - 2000' ceiling, greater than 6 miles visibility
- ✈ Cross-country - 3000' ceiling, greater than 6 miles visibility

Wind: The maximum crosswind, dual or solo, is the manufacturer's demonstrated crosswind.

3.2.4 Instrument Flight Training & IMC Operations

(Instrument students, instrument-rated pilots, and CFII's, and student pilots working on lessons requiring instrument training with a CFII)

Actual instrument flying is encouraged; however, good judgment and understanding of your personal limitations are essential. Your instructor's judgment is the final word for all flights.

- All flights into IMC must have at least a 500' ceiling and 1-mile visibility for departure.

- Minimum Ceiling and Visibility Requirements – Coupled Approaches:
  For aircraft with autopilot capability, the minimum requirements for the expected runway and approach to be used at both the departure airport and within 1 hour prior to and 1 hour after the estimated time of arrival at destination airport are:
    - Ceiling greater than 200' above the DH or MDA; and
    - Visibility greater than 1 mile or the specified visibility required for the approach, whichever is greatest

- Minimum Ceiling and Visibility Requirements – Non-Coupled Approaches:
  For aircraft without autopilot capability, the minimum requirements for the expected runway and approach to be used at both the departure airport and within 1 hour prior to and 1 hour after the estimated time of arrival at destination airport are:
    - Ceiling greater than 300' above the DH or MDA; and
    - Visibility greater than 1 mile or the specified visibility required for the approach, whichever is greatest

- The expected runway and approach shall be determined using all information available to the pilot at the time of decision including ATIS, NOTAMs, METARs, TAFs, PIREPs, government publications and performance limitations of the aircraft. For illustration, if the winds at KDBQ are 180 at 25 knots or there is a NOTAM that the glideslope is out of service, the pilot should not expect to utilize ILS 36.

- Although the ceiling and visibility at the departure and destination airport must meet the minimums required in the section, lessons with a CFII may include approaches at intermediate airports with weather minimums below those prescribed in this section.

- You may fly actual, on top, or instrument approaches when:
  1. An alternate airport is listed in the flight plan.
  2. The designated alternate for the flight is forecasted to have at least 1000' ceiling and 3 miles visibility at the ETA +/- one hour.
  3. No actual IFR flight will be conducted if icing conditions are forecasted:
     a. During the duration of the flight; and
     b. Along the route of the flight; and
     c. The freezing level is forecasted or reported to be within 2,000 feet of the planned altitude.
  4. The pilot in command will ensure that the VOR equipment on board is checked for IFR operation as per CFR 91.171 (a) (2), 91.171 (b-d).

3.2.5 Multi-Engine Training

- Weather limitations will be the same as for non-instrument rated solo commercial flight training, dual VFR operations or IMC operations for dual IFR operations.

- In the Multi-Engine Course, no deliberate engine shutdowns are to be accomplished below 3000' AGL or more than 20 miles from an airport, which is suitable for an engine-out landing. Full engine shut down and feathering will not be performed below - 15˚ C or 10˚ F. OAT as reported by aircraft or FD.

- No solo flight is allowed in the Multi-Engine aircraft.

3.2.6 Flight Instructor Training

- The weather limitation shall be the same as listed in the commercial weather section or IMC operations.

- Fly aircraft from the right seat only when checked out and endorsed by the flight instructor in the aircraft to be flown.

- Dual instruction may not be given until completion of certificate requirements, standardized in the aircraft to be flown, approved by the Chief Flight Instructor, and employed by the University of Dubuque. Only UD standardized instructors approved by the Chief Flight Instructor can provide flight instruction in UD aircraft.

- May practice dual ground instruction as guided by the flight instructor. May not fly the aircraft from the right seat with passengers on board.

3.2.7 Spin Training

Spins are required for the Flight Instructor Certification Course. Other courses do not require spins for certification.

- All FARs concerning spins will be strictly followed.

- Weight and balance calculations must be performed before the flight.

- No baggage or extraneous equipment will be carried on board. Spins will be performed daytime only.

- No Flight Instructor Applicant will practice spins solo or with any other occupants in the aircraft.

3.2.8 Unpaved Runway Operations

- ✈ Students without a Private Pilot Certificate will not be allowed to conduct solo operations on an unpaved runway.

- ✈ No solo operations on unpaved runways will be allowed unless the student has received practical dual training on an unpaved runway.

- ✈ Students must have instructor consent before operating on an unpaved runway.

- ✈ Runway conditions must be checked before landing or departing from an unpaved runway.

3.3 Flight Training Limitations – Rotor Wing

3.3.1 General

A pilot must take the following into consideration when operating UD Aircraft at all times:

- Use the best judgment and good decision-making skills when operating in and around other aircraft in the ramp area. Always scan your surroundings before moving the aircraft.
- At no time will flights be conducted when the wind component exceeds the recommended maximum established by the aircraft manufacturer.
- Each course of instruction has limitations on operations. A pilot's particular flight proficiency level may dictate lower limits than listed.
- Dual instruction may not be given until completion of certificate requirements, standardized in the aircraft to be flown, approved by the Chief Flight Instructor, and employed by the University of Dubuque. Only UD standardized instructors approved by the Chief Flight Instructor can provide flight instruction in UD aircraft.
- Whenever a doubt arises, **CONSULT YOUR INSTRUCTOR**.
- **No practice emergency landings will be conducted unless it is a dual lesson**

3.3.2 Dual Flight Training

- Local - 600' ceiling, 2 miles visibility, and wind less than 35 knots
- Cross-country - 1200' ceiling, 3 miles visibility, and wind less than 35 knots

3.3.3 Instrument Flight Training

- All instrument training must be performed VFR in all Rotor-Wing aircraft as they are not certified for IMC. Cloud clearance and visibility will be the responsibility of the safety pilot

3.3.4 Student Pilot Certificate Holder – Solo

- Local - 2000' ceiling, 5 miles visibility, wind less than 15 knots, and forecast to improve
- Cross-country - 3000' ceiling, 5 miles visibility, wind less than 15 knots, and forecast to improve

3.3.5 Private Pilot Certificate Holder – Solo

- Local - 2000’ ceiling, 3 miles visibility, wind less than 20 knots, and forecast to improve
- Cross-country - 3000’ ceiling, 5 miles visibility, wind less than 20 knots, and forecast to improve

3.3.6 Commercial Pilot Certificate Holder – Solo

- Local - 1000’ ceiling, 3 miles visibility, wind less than 30 knots, and forecast to improve
- Cross-country - 1500’ ceiling, 3 miles visibility, wind less than 30 knots, and forecast to improve

3.4 Remote Piloted or Unmanned Aircraft Operations

An operator or pilot must take the following into consideration when operating UD Aircraft at all times:

- Follow all CFR, State, and Local Laws at all times.
- Students must complete the necessary AVI courses and instruction or other certification requirements, if any, before operating UD Aircraft
- Instructors teaching the course must provide dual instruction, standardize and sign off any student utilizing UD aircraft before any solo operations.
- All UD Aircraft will only be utilized for instructional purposes for projects related to the student's major or other University of Dubuque related requirements.
- At no time will flights be conducted when the weather exceeds the recommended maximum established by the aircraft manufacturer.
- All flights are to be conducted on the University of Dubuque campus property, KDBQ airport, or other authorized areas as approved by the Director of Safety and the Director of Aviation Programs.
- Whenever a doubt arises, **CONSULT YOUR INSTRUCTOR**.

SECTION 4:

UNIVERSITY

INFORMATION

Title IX Policy

The University of Dubuque is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. The University of Dubuque considers sexual misconduct in all its forms to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual discrimination, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Title IX of the Education Amendments of 1972: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistant. To ensure compliance with Title IX and other federal and state civil rights laws, the University has developed policies and procedures that prohibit sexual misconduct in all of its forms.

The University of Dubuque does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information, or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment with and admission to the University. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources/Title IX Coordinator
(Julie MacTaggart, 563.589.3619)
Address: 2000 University Avenue, Dubuque, IA 52001
Office Location: 205 Smith Hall
Phone: 563.589.3619
Email: JMacTaggart@dbq.edu

Dean of Student Formation/Deputy Title IX Coordinator
(Michael Durnin, 563.589.3270)
Address: 2000 University Avenue, Dubuque, Iowa 52001
Office Location: 201 Peters Commons
Phone: 563.589.3270
Email: MDurnin@dbq.edu

Dean of Student Engagement/Deputy Title IX Coordinator
(Nelson Edmonds, 563.589.3867)
Address: 2000 University Avenue, Dubuque, Iowa 52001
Office Location: #306F Heritage Center
Phone: 563.589.3867
Email: NEdmonds@dbq.edu

Interim Director of Student Conduct/Deputy Title IX Coordinator
(Brigette Kyei Nimakoh, 563.589.3136)
Address: 2000 University Avenue, Dubuque, Iowa 52001
Office Location: 203 Peters Commons
Phone: 563.589.3136
Email: Bkyeinimakoh@dbq.edu

Campus Safety & Security (563.589.3333)
Persons who wish to make a report may contact Campus Security
Phone: 563.589.3333
Office: 112 Smith Hall
Address: 2000 University Avenue, Dubuque, IA 52001

Additionally, anonymous reports can be made by the parties involved and/or third parties using the online reporting system posted at www.dbq.edu/AboutUD/AnonymousHotline8332900001/ , or the reporting hotline at 833.290.0001. Note that these anonymous reports may prompt a need for the institution to investigate.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
Chicago Office
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Andi Parrett, Associate Vice President of Finance at AParrett@dbq.edu or 563.589.3361.

For more information regarding the Title IX policy please click here:
https://www.dbq.edu/AboutUD/TitleIX/

Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an Annual Security Report and Annual Fire Safety Report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff no later than October 1st of each year. This document, referred to as the "Annual Security Report and Annual Fire Safety Report"' or "ASR," is one of many mechanisms designed to inform current and potential University of Dubuque community members of crime, arrest and referral statistics, of current crime response, reporting, prevention and awareness policies, including policies regarding sexual assault, domestic violence, dating violence and/or stalking, of campus disciplinary policies and relevant state laws, and of campus safety and security. This ASR includes crime, arrest, and referral statistics for the previous three calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Dubuque, and on public property within, or immediately adjacent to and accessible from, the campus. The Fire Report at the end the document contains current University of Dubuque Housing fire safety protocols and fire statistics for the previous three calendar years.

This report is prepared by the University of Dubuque (UD). To gather policies for this report, UD collaborated with the Deans of Student Life, Residence Life, Human Resources office, Counseling Services, Intercollegiate Athletics Department, the Title IX Coordinator(s) and other divisions and departments on campus.

Statistics are gathered through reports to the Campus Safety and Security, the Deans of Student Life, Residence Life, the Title IX Coordinator(s), and reports submitted by other Campus Security Authorities. UD also requested crime statistics from outside law enforcement agencies that may have jurisdiction over UD's non-campus property.

For more information regarding the Jeanne Clery Act please click here:
https://www.dbq.edu/AboutUD/CommunityStandards/SafetyandSecurity/CampusSafety/JeanneCleryAct/

Drug Free Schools and Community Act

The Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations (EDGAR Part 86) requires the University of Dubuque (UD) to develop and implement a drug and alcohol abuse education and prevention program (DAAPP) designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at campus events. UD is required to distribute written information about its DAAPP as well as conduct a biennial review to measure its effectiveness and ensure a consistent enforcement of its disciplinary sanctions.

Alcohol and other drug abuse has serious effects on campus safety, community well-being, and on the academic performance of our students. Conducting a biennial review provides an opportunity for UD to document its prevention efforts, and closely examine its scope and effectiveness. Throughout this process, UD can continually identify gaps in evidence-based practices and develop recommendations for future improvements.

Please refer to the Annual Notification DFSCA, which can be found here:
https://www.dbq.edu/media/AboutUD/CleryReport/2020-21-Annual-Notification-DFSCA.pdf

Please refer to the Biennial Review DFSCA, which can be found here:
https://www.dbq.edu/media/AboutUD/CleryReport/2020-21-Biennial-Review-of-DFSCA.pdf

SECTION 5:

APPENDIX

Appendix A: Aircraft Status Sheet

AIRCRAFT MAINTENANCE STATUS SHEET

2014 CESSNA 172-S

N139UD

TACH: DO NOT EXCEED

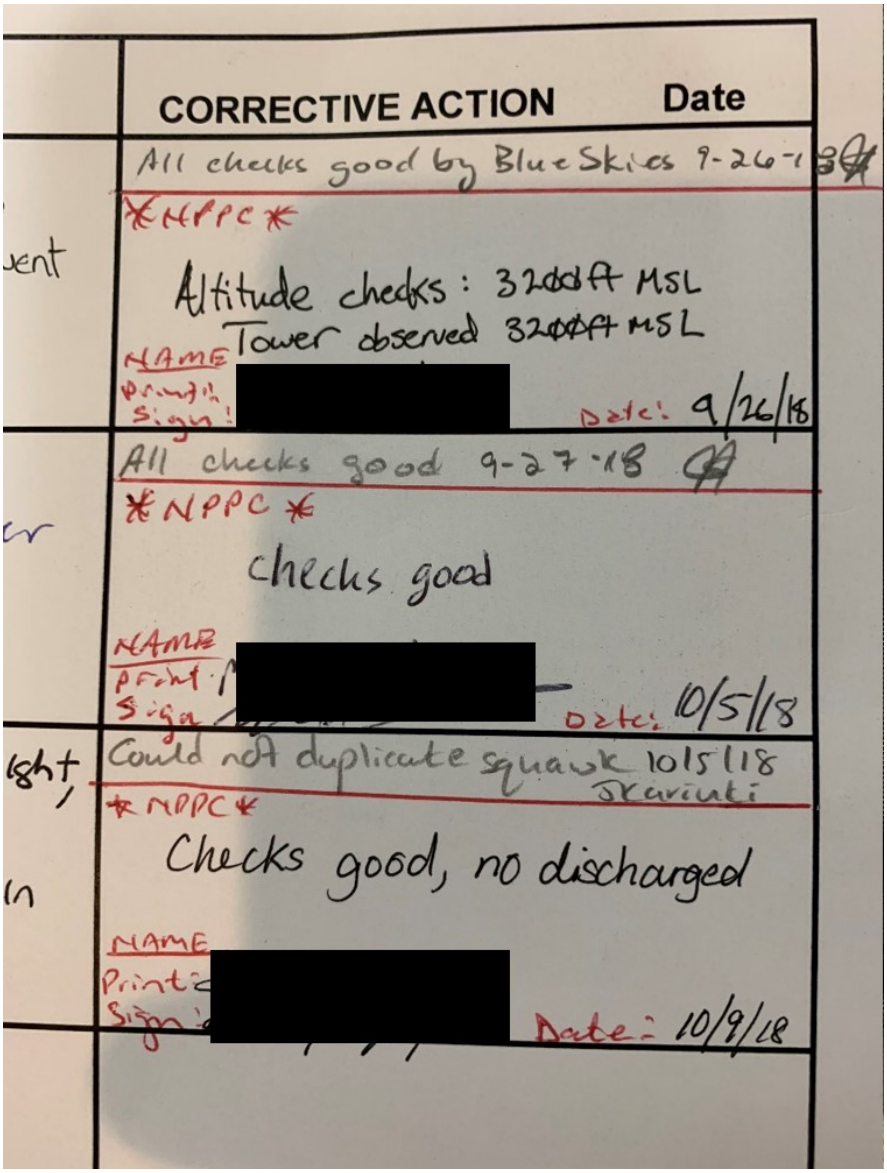
50 HOUR @ 2142.7

50 HOUR OIL CHANGE:	**2142.7**
100 HOUR INSPECTION:	**2192.7**
AIRWORTHINESS DIRECTIVE:	**2192.7**
ANNUAL INSPECTION:	30 NOV 2018
FAA REGISTRATION DUE:	31 OCT 2020
TRANSPONDER TEST DUE:	30 JUN 2018
STATIC PRESSURE SYSTEM TESTS DUE:	
STATIC SYSTEM:	30 JUN 2018
ALTIMETER:	30 JUN 2018
MODE –S- ENCODER:	30 JUN 2018
ELT BATTERY DUE:	30 SEP 2021
DATE PREPARED:	30 Jan 2018

University of Dubuque

Sample

Appendix B: NPPC Document



CORRECTIVE ACTION Date

All checks good by Blue Skies 9-26-18

NPPC

Altitude checks: 3200ft MSL
Tower observed 3200ft MSL

NAME
Print:
Sign:
[redacted]
Date: 9/26/18

All checks good 9-27-18

NPPC

checks good

NAME
Print:
Sign:
[redacted]
Date: 10/5/18

Could not duplicate squawk 10/5/18
Dravinti

NPPC

Checks good, no discharged

NAME
Print:
Sign:
[redacted]
Date: 10/9/18

Appendix C: Practice Areas

Appendix D: FLI Course Grading Rubric

FLI Course Grading Rubric

Updated: December 2017

The following rubric will be utilized to grade all FLI courses. A grade entry must be made no later than the end of the third semester, not including the May-term or summer session, from the semester of the registration for the course.

GRADE:	GRADING BENCHMARK:
W	• Has not started the course work • For medical reasons or financial hardship, or other unplanned reasons unable complete the course • Changed major or course is not required for graduation
A	• Successfully completed all course work or lessons and successfully passed end of course evaluation or check-ride
Check-Ride	• For every failed check-ride, drop a full-letter grade (e.g., from A to B) (lowest grade would be a D- if student has completed all of the required course work or lessons)
Stage-Check	• For every failed stage-check, drop a half-letter grade (e.g., from A to A-) (lowest grade would be a D- if student has completed all of the required course work or lessons)
Attendance	• For every unexcused absence or no-call no-show, drop a half-letter grade (e.g., from A to A-) (lowest grade would be a D- if student has completed all of the required course work or lessons)
F	• Has not completed all of the required course work or lessons no later than the end of the third semester, not including the May-term or summer session, from the semester of the registration for the course

Appendix E: Overnight Cross Country Flight Distance Limits

750 – 800 NM Ring From Dubuque Airport

Appendix F: Definitions

Aviation Department: All University of Dubuque Aviation Department employees, boards, councils and committees, Acting within the scope of their authority, and their individual or collective decisions.

Accident: an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Hazard: a condition that could foreseeably cause or contribute to an aircraft accident as defined in Title 49 of the Code of Federal Regulations (49 CFR) part 830, § 830.2.

Incident: an occurrence other than an accident associated with the operation of an aircraft, which affects or could affect the safety of operations.

Program: refers to the University of Dubuque aviation program as a whole.

Risk: the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk control: a means to reduce or eliminate the effects of hazards.

Safety assurance: processes within the SMS that function systematically to ensure the performance and effectiveness of safety risk controls; the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety objective: a measurable goal or desirable outcome related to safety.

Safety performance: realized or actual safety accomplishments relative to the organization's safety objectives.

Safety policy: the program's documented commitment to safety, which defines its safety objectives and the accountabilities and responsibilities of its students and employees in regards to safety.

Safety promotion: a combination of training and communication of safety information to support the implementation and operation of an SMS in an organization.

Safety Risk Management: a process within the SMS composed of describing the system, identifying the hazards, and analyzing, assessing and controlling risk.

Serious injury: any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, or nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Substantial damage: damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this part.

Stakeholders: refers to anyone who has a vested interest in University of Dubuque safety. This includes University of Dubuque students, employees, vendors and contractors.

University of Dubuque Aviation Facility(ies) (UDAF): includes Babka Aviation Learning Center, UD aircraft and helicopters, UD hangars and parking lots, University owned vehicles and shuttle areas.