

UNITED FLYING CLUB

CLUB / HANGAR ORIENTATION

(Member name-print) (Member#)

(Member signature)

(Date)

(Reviewer name-print)

(Reviewer signature)

(Date)

* *Each subject area is to be discussed and initialed by the new club member.*

* *New members should keep a copy of a Club/Hangar Orientation form for reference.*

I. AIRCRAFT SCHEDULING

____ A. Reservations

1. Maximum of 5 reservations on the schedule at any given time.
2. Write down your reservation: date, time, and aircraft for your own records.
3. Schedule only the amount of time you will need, allowing time for preflight preparation and post flight duties (fueling, securing aircraft, etc).
4. Check/Review your reservation before heading to the airport to verify maintenance issues have not changed your reservation.
5. Overnight reservations require prior approval of the Flight Manager or, if unavailable, an alternate Club Officer, and an Overnight Itinerary form must be completed and left in the Flight Manager's mailbox PRIOR to departure.

____ B. Cancellations

1. If you need to cancel a reservation for any reason, ALWAYS call as far in advance as possible.
2. If you have an aircraft for more than one day, be sure to cancel the entire time reserved.
3. If you arrive back from a flight more than 1 hour early, cancel your remaining reservation.
4. Failure to cancel or abuse of scheduling is considered a serious offense and may incur a fine or disciplinary action.

____ C. 15/30 Minute Rule

1. A member more than 15 minutes late for a reserved flight of 3 hours or less or 30 minutes late for a reserved flight of more than 3 hours, forfeits the right to that aircraft if another member is waiting to fly.
2. A member exercising the 15/30 minute No-Show rule must contact and extend the reservations as necessary and note in the sign-out log remarks.
3. The No-Show rule does not relieve a member from the responsibility of canceling a reservation when it is not going to be used.

II. SIGNING OUT AIRCRAFT

___ A. Sign-Out Log

1. Complete required information in sign-out log PRIOR to flight.
2. Be sure to include destination, return time, and PIC or Instructor name - if applicable
3. Note tach time in hours and tenths only (disregard hundredths).
4. Complete check-in items upon return.

___ B. Maintenance Irregularity Report (Squawk Sheet)

1. Always check Squawk Sheet PRIOR to flight.
2. Note any aircraft discrepancy on the Squawk sheet, regardless how small.
3. Note oil usage on Squawk Sheets.
4. Be explicit with write-ups. If a radio isn't working properly, note the frequency, transmitting or receiving, continuous or intermittent, etc.
5. If a discrepancy makes the aircraft unairworthy, contact the Maintenance Manager/Crew Chief immediately or, if they are unreachable, an alternate Club Officer so the aircraft may be grounded.

___ C. Aircraft Status Board

1. Check Aircraft Status Board to ascertain that the aircraft is current before flight.
2. Maintenance Logbooks are NOT to be removed from the hangar except for FAA check rides with PRIOR authorization of the Maintenance Manager.

III. AIRCRAFT SERVICING

___ A. Fuel

1. If more than 1.5 hour tach time is used from **FULL** tanks, aircraft are to be refueled after flight when the fueling service is available. Chevron's (Rabbit Aviation) Frequency is 122.95.
2. Each aircraft has credit cards for use when away from home base.
3. If unable to use club credit cards, pay for fuel and send the receipt to the club treasurer for credit.

___ B. Oil

1. Oil is available from the fueling services.
2. Each aircraft has 1 spare quart of oil on board, **IF YOU USE IT REPLACE IT.**
3. **Do Not** overfill the oil sumps.
4. **Do Not** over-tighten dip sticks.

___ C. Aircraft Windows and Washing

1. Use only soft cloths on plexiglass and wipe in vertical motion using only approved window cleaner.
2. Aircraft Wash & Wax events are held regularly and members are encouraged/expected to participate.

IV. GROUND OPERATIONS

___ A. Hangar Doors

1. Check adjacent hangars PRIOR to opening hangar doors (doors overlap).
2. Be sure hangar doors are open ALL the way prior to moving aircraft in/out.
3. Line up the aircraft BEFORE pushing into hangar. Use overhead yellow guide line in hangar.
4. Move aircraft in SLOWLY, make only VERY SMALL corrections in the hangar.

_____ B. Hangared Aircraft

1. Take the tow bar with the aircraft when departing.
2. Do not leave tow bar attached to nose wheel when parked in the hangar.
3. Fueling needs to be done with wings completely outside the hangar.
4. Do not leave aircraft parked with the wings over the hangar door tracks - be sure wings are **COMPLETELY** in or out to prevent adjacent door wingtip damage!
5. When using the winch, follow the posted instructions.

_____ C. Ground Maneuvering

1. Aircraft must be pulled onto taxiways into the direction of taxi before starting engines (this applies to both hangared and tied-down aircraft) at San Carlos and other airports.
2. Preflight inspection should be done inside hangar to minimize taxiway blockage time.
3. Aircraft are to be shut down in direction of taxi - No power turns between hangars!
4. Use Tow bars to maneuver aircraft on the ground (don't push down on the stabilizer).
5. **DO NOT** push on the aircraft spinner, cowling, or outer propeller areas when maneuvering aircraft on the ground.
6. **DO NOT** use excessive power/speed when taxiing in close areas or uneven surfaces.

_____ D. Tie Down

1. Aircraft parked outside are to be tied down, sun screens/control locks installed, and locked.
2. Re-check master is OFF after securing an aircraft.

_____ E. Passengers

1. Brief passengers as required.
2. Show passengers where and where **NOT** to step when entering and exiting aircraft.
3. Show passengers the proper places to push an aircraft if they are assisting with ground handling.
4. Absolutely **NO SMOKING** in Aircraft, Hangars, or nearby.

V. HANGAR ITEMS

_____ A. Lock combinations: Gate _____ Hangar _____ Copier/Videos _____

_____ B. Fire Extinguishers / Light switches / First Aid kit locations

_____ C. Copier/ Audio-Video Library

_____ E. Phone locations - limitations

_____ F. Spare Keys location - Contact previous pilot / Note in remarks of aircraft sign-out log

_____ G. Aircraft Flight Manuals and Club Information Manual - Not to be removed from hanger

_____ H. Club Forms file cabinet / Check-Out sheets

_____ I. Lost and Found location

_____ J. Restroom Locations

VI. CHECK OUTS

_____ A. Instructors

1. Only Club Member Instructors are authorized to instruct in club aircraft.
2. Club Instructors can only instruct Club Members.

_____ B. Check Outs / Updates

1. Check outs are required for each make and model Club aircraft.
2. Night, High Altitude, BFR's, and Right Seat are required club check-outs.
3. Members are required to provide the Flight Manager with copies of current medical certificate, flight review completion documents, and pilot certificates as they update.

VII. GENERAL

_____ A. Vehicle Operations

1. A members vehicle may be parked in the hangar while the member is flying.
2. Vehicles may only be parked outside the hangar temporarily (i.e. dropping off a key signing out an aircraft, etc.). They are **NOT** to be left parked outside the hangar while flying!
3. Vehicles may be parked in the Terminal parking lot or in the Air West parking lot.
4. Vehicle speeds on taxiways must be kept minimal and Aircraft always have the right-of-way.

_____ B. Aircraft upkeep

1. Members are expected to straighten up the aircraft after each flight.
2. Seatbelts should be stowed, paper, cans, etc. removed.
3. Clean windscreen and leading edges of aircraft.

_____ C. Aircraft Insurance

1. Ground accidents have a \$1000 insurance deductible.
2. Members are responsible for insurance deductibles.

_____ D. International Flights

1. Flights outside the contiguous United States requires advance Board approval.
2. Flights to Mexico are NOT allowed.

_____ E. Payments

1. Payments are due in full upon receipt.
2. Payments not received by the end of the month will incur a 10% late fee and the member will placed on grounded status.
3. **DO NOT FLY MORE THAN YOU CAN AFFORD TO PAY!**
4. A member' s account balance should not exceed the membership deposit amount without prior approval of the Club Treasurer.