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PHONE NUMBERS AND CONTACT INFORMATION

CONTACT INFORMATION

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

Walla Walla University Flight Center
Office Hours: 7:30am – 5:00pm
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PART 1 – INTRODUCTION AND DEFINITIONS

PREAMBLE
Recognizing it is impossible to write procedures to address every possible operational decision that a command pilot will face this document nevertheless sets forth policy which should be considered as a baseline in decision making. If a command pilot determines that he/she may deviate from any policy herein without unduly compromising safety he/she shall, prior to dispatch, obtain the review of another check pilot – preferably one with abundant experience in the type of operation under consideration. The dispatch release will then be signed by both pilots.

WWU 1.1 – INTRODUCTION

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

- The WWU SOP is on WWU’s Aviation website listed under documents. Students have the responsibility to acquaint themselves with the contents and are held accountable for all policies therein. Students found to be in violation of the WWU/SOP or judged to be unsafe are subject to disciplinary action from the Aviation Faculty, not limited to removal from the flight schedule and dismissal from the Aviation Program, as outlined in Part 6 of the WWU/SOP.
WWU Standard Operating Procedure (SOP) provides flight crews/employees with a step-by-step guide to assist in effectively and safely carrying out operations. WWU Standard Operating Procedures are not intended to overrule common sense, good judgment or the Emergency authority of the Pilot in Command.

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

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

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

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

**WWU 1.2 – DEFINITIONS AND ABBREVIATIONS**

- **Aviation Faculty** – Refers to Matthew Toelke and Philip Glendrange, Faculty of Walla Walla University’s Aviation Program.
- **Aviation Scholarship** – Refers to the tuition refund that is received from enrollment in flight classes.
- **AVIA** – A Walla Walla University abbreviation to identify an aviation class.
- **ASA** – Aviation Supplies & Academics, Inc. is a company that provides aviation materials for training towards various pilot certificates.
- **CATS** – Computer Assisted Testing Service is a subcontractor for FAA Knowledge Testing Services. CATS testing centers are individually approved and regulated for a quality testing experience. Walla Walla University maintains a CATS testing center on the first floor of the Canaday Technology Center (CTC) in the Technology Department Office (CTC 100).
- **Commercial Pilot** – A pilot who holds a qualification that permits the holder to act as a pilot of an aircraft and be paid for his/her work. Also, a student who has completed the commercial pilot certificate and courses.
- **CBP** – Customs Border Protection is an entity that records and processes arrivals and departures for international flights.
- **CFR** – Code of Federal Regulations is the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the Federal Government of the United States.
- **CFI** – Certified Flight Instructor who holds a qualification that permits the holder to act as an instructor for flight instructing both private and commercial pilots. Also, a student who has completed the flight instructor certificate and courses.
- **CFII** – Certified Flight Instructor-Instrument is a person who is qualified to act as an instructor for flight instructing the instrument rating. Also, a student who has completed the flight instructor-instrument certificate and courses.
- **Crew Member** – means a pilot, flight engineer, or flight navigator assigned to perform the duties in an aircraft during flight time.
- **Cross Country** – Any flight that is conducted by a person who
holds a pilot certificate that includes a landing at a point other than the point of departure that is at least a straight-line distance of more than 50 nautical miles from the original point of departure.

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

- **D2L** – Desire to Learn is an educational system set up for Walla Walla University so that students may submit papers, homework, and quizzes online for various classes.

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

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

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

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

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

- **FSDO** – Flight Standards District Office is a locally affiliated field office of the United States Federal Aviation Administration.

- **Flight Instructor** – A person who holds at least a Certified Flight Instructor certificate that is capable of providing instruction in an aircraft towards either the private pilot, commercial pilot, instrument pilot, multi-engine pilot, or flight instructor certificates.

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

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

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

- **GPA** – Grade Point Average is a number representing the average value of the accumulated final grades earned in courses over time. Calculated by adding up all accumulated final grades and dividing that figure by the number of grades awarded.

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

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

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

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

- **IFR** – Instrument Flight Rules

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

- **I** – Incomplete Fail is when the student is unable to complete the requirements of an enrolled class.

- **Instrument Pilot** – A pilot who holds a qualification that permits the holder to act as a pilot of an aircraft and file instrument flight plans as well as having the ability to fly in and through clouds.
Also, a student who has completed the instrument pilot certificate and courses.

- **Jeppesen** – A company that provides aviation materials for training towards various pilot certificates.

- **Linemen/Line Staff** – An individual who has received proper training to refuel, clean, and wingwalk airplanes. Also, an individual that is employed to provide such services through Walla Walla University.

- **Lektro** – Is a towbarless aircraft tractor designed to move aircraft in an efficient, safe, reliable, and versatile manner.

- **MEI** – Multi-Engine Instructor who holds a qualification that permits the holder to act as an instructor for flight instructing multi-engine pilots. Also, a student who has completed the multi-engine flight instructor certificate and courses.

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

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

- **NACO** – National Aeronautical Charting Office

- **Private Pilot** – A pilot who holds a qualification that permits the holder to act as a pilot of an aircraft, transport passengers, and file VFR flight plans. Also, a student who has completed the private pilot certificate and courses.

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

- **Pilot in Command** – means the person who:

  1. Has final authority and responsibility for the operation and safety of the flight;

  2. Has been designated as pilot in command before or during the flight; and
(3) Holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight.

- **Student Pilot** – A pilot who holds a qualification that permits the holder to act as a pilot of an aircraft conducting solo flights as assigned by their flight instructor. Also, a student who is working towards the private pilot certificate and courses.

- **Shock Cooling** – Refers to the theory that damage to engines may occur because of an excessively rapid decrease in temperature. The situation where rapid cooling arises is on the descent from altitude.

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

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

- **USAIG** – Walla Walla University’s Insurance for Walla Walla University owned aircraft.

- **VFR** – Visual Flight Rules

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

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

- **WWU** – Walla Walla University
Required steps to achieving a student pilot certificate:

Step 1: Register for IACRA and fill out the application: https://iacra.faa.gov/IACRA/Default.aspx

Step 2: Obtain a flight physical. John Shannon is a flight medical examiner in Walla Walla and an appointment can be set up by calling 509-897-5765. A third class medical certificate is all that’s required for training. You may want to consider obtaining a Class First class medical certificate to ensure you will not have any problems obtaining one in the future.

Step 3: You will be sent an invite to flight schedule pro. It is a program we use for scheduling your flight lessons and it is also how we track your progress by using a TCO (Training Course Outline). You need to fill out the appropriate information to receive privileges to Flight Schedule Pro.

Step 4: You will be sent an invite from ForeFlight. This is a program we use for all our pilot maps and a lot more information that your flight instructor will help you learn. You will need an I-pad or I-pad mini to use this on. The I-pad mini is suggested. You do not need cell service on the I-pad. I Please select the Pro Plus option. It is slightly more expensive but this option gives you a lot of options the Basic Plus does not. The fee for this program is about $150 yearly.

Step 5: You will need to bring in a passport and photo id to the flight center. IF you do not have a passport, then you will need to bring in a photo id and birth certificate. The front desk workers will take a copy of these documents and put them on file. They will also take a picture of you for our records.
Step 6: Notify your flight instructor when you have completed the above steps and they will get on IACRA and complete your paperwork.

**PART 2 – AVIATION PROGRAM INFORMATION**

**WWU 2.1 – CLASLIST**

- Walla Walla University offers flight and ground training in the following aviation courses:

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

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

- Commercial Pilot, Airplane Single-Engine Land (ASEL) Certificate
  - AVIA 265, Advanced Cross Country Flight
  - AVIA 334, Commercial Pilot Lectures
  - AVIA 335, Commercial Pilot Flight Training
  - AVIA 336, Advanced Commercial Pilot Flight Training

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

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

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

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

- Additional courses include:
  • AVIA 337, Mission/Humanitarian Flight Training
  • AVIA 280, Practicum
  • AVIA 480, Practicum

**WWU 2.2 – BASE OF OPERATIONS**

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

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

**WWU 2.3 – AIRCRAFT**

- Walla Walla University operates the following fleet of aircraft:

  • 4 Cessna 172M
  • 2 Piper PA28R-200 Arrow
  • 1 Beechcraft BE-76 Duchess

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

  - A Fleet: N1886V, N80137, N202AM
  - B Fleet: N20544
  - C Fleet: N55696, N36024
  - D Fleet: N42RR
All aircraft operated by WWU are lightweight aircraft with marginal performance capability in the best of conditions.

The Cessna 172 is a widely used training aircraft due to its stability, safety, and ease of operation. This is the first aircraft students will learn to fly. All of Walla Walla University’s 172s are maintained and fully equipped with modern radio and navigation equipment, including Garmin G430 WAAS IFR GPS units, Distance Measuring Equipment (DME), and Garmin GTX-327 Mode C Transponders.

The Piper PA28R-200 Arrow is a complex aircraft with retractable gear, constant speed propeller, and more power than the Cessna 172. Students utilize this aircraft when training for the Commercial Pilot Certificate, and Certified Flight Instructor. Walla Walla University’s Piper Arrow is equipped with the Garmin G500 glass panel system including synthetic vision and NACO approach plates. It is also equipped with the Electronics International MVP-50 digital engine and systems monitor and the Garmin G430 WAAS IFR GPS.

The Beechcraft Duchess is a multi-engine aircraft that you will train in to learn the differences between operating a single-engine and multi-engine aircraft. Our Duchess is equipped with Garmin avionics, including the GNS-530 unit, the GTX 330 Mode S Transponder with traffic alert, and a Century III Autopilot for advanced systems training.

WWU 2.4 – TRAINING DEVICES

Walla Walla University operates a FRASCA 142 TruFlite Advanced Aircraft Training Device (AATD). This simulator is capable of being configured for training in both the Cessna 172 and the multi-engine Piper Seminole. It is used for both flight training and Aviation Course Labs, including AVIA 270 Human Factors, AVIA 355 Aviation Safety, and AVIA 455 Crew Resource Management.
PART 3 – GENERAL AIRCRAFT OPERATIONS

WWU 3.1 – SAFETY

- Never attempt to operate an aircraft when you have a known physical or mental deficiency, such as a headache, cold, lack of adequate rest, depression, etc.
- Be thorough in your pre-flight preparations by obtaining all available information concerning your planned flight, including an alternate plan of action.
- Be constantly alert for other aircraft during ground and flight operations.
- Always treat a propeller as though the ignition is on.
- Never leave the controls of an airplane when the engine is running.
- Always walk behind WWU aircraft on the flight line when going to or from your aircraft.
  - Etiquette is to walk behind propeller driven aircraft and ahead of jet aircraft.
- For safety reasons, unauthorized students are prohibited in the WWU hangar unescorted.

WWU 3.2 – GENERAL PROCEDURES

- Aviation Program flight students must follow all Federal Aviation Regulations (14 CFR), and comply with the designated lesson content, flight practice areas, and maneuvers. Students that violate or fail to comply with rules, policies, and procedures will be subject to an investigation by appropriate authorities, the outcome of which will determine their future in the Aviation Program.
- WWU does not provide open rental of aircraft to the public. All pilots who fly with WWU must be working toward a certificate or rating in order to rent an aircraft.
Never start a WWU operated aircraft by “hand propping.” Our aircraft are equipped with auxiliary power receptacles providing the option to start the aircraft using a battery cart.

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

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

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

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

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

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

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

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

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

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

Aircraft engines shall not be operated in the hangar.

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

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

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

A checklist appropriate for the aircraft shall be utilized for all operations. It is the student’s responsibility to purchase appropriate checklists from the bookstore.

In flight training, there is a need for a relaxed atmosphere. We expect mature, considerate behavior from all our students.

Students shall police the aircraft for any stray materials, litter, etc. upon completion of a flight. Do not put anything on top of the instrument panel as this may scratch the windshield.

Student pilots on solo flights must be back on the ground by official sunset.
MULTI-ENGINE TRAINING

- Standard fuel load in the BE-76 for local training flights will be 60 gallons, (30 gallons/side - lower tabs).
- Simulated engine failures will not be attempted below 800’ AGL. Engine shutdowns for training will not be attempted below 3000' AGL and at an altitude sufficient to assure comfortable margin for driftdown to 1500' AGL at KALW.
- Touch and Go training manuvers must be thoroughly briefed beforehand. The flying pilot shall not reposition any controls, (flaps, cowl flaps, etc) on the runway. A “cleared for the option” approval from the control tower must be obtained and the landing revert to a full stop if the aircraft is not fully reconfigured and full power set prior to the point at which 75% of the useable runway remains.

3.2b Cold Weather Ops – (Reference Lycoming publication “Operating in Cold Weather” and Advisory Circular 20-113. These documents are located in the WWU CFI Dropbox folder “Cold Weather Ops”)

- Preheat should be used before starting with OAT of below 20F.

3.2c Surface winds

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

WWU 3.3 – APPROVED AIRPORTS

- WWU aircraft should always be operated on hard surfaced public use airports of at least 2500' x 50', & 4000’x50 for the BE76
Except in an emergency, operations of WWU aircraft are approved only at airports with improved runways. Intentionally lading a WWU aircraft at any off-airport location, regardless of the type or condition of the surface, is prohibited.

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

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

Uncontaminated Hard Surfaced Runway

No pilot shall attempt to land on the runway unless the computed stopping distance is less than 30% of the available runway not including overruns.

No pilot she will attempt to take off from a runway for which the distance available to clear a 50’ obstacle is less than 200% of the computed distance.

Contaminated Hard Surfaced Runways and all Unpaved Runways

Planned Landing and Takeoff distances shall not be less than 200% of the distances required by this SOP for a Dry Uncontaminated Hard surfaced runway.

Wet or Damp Unpaved Runways and all Contaminated Runways

- Available Landing distance shall not be less than 300% of the distances required by this SOP for a Dry Uncontaminated Hard surfaced runway.

- Takeoffs will not be attempted from wet or damp unpaved runways.
Abort Policy Uncontaminated Hard Surfaced Runways

- Irrespective of the calculated takeoff distance an abort will be executed if the aircraft has not become airborne at normal speed upon reaching the point at which 66% of the runway remains.

Abort Policy Unpaved Runways

- Irrespective of the calculated takeoff distance an abort will be executed if the aircraft has not become airborne at normal speed upon reaching the point at which 75% of the runway remains.

Multiengine Aircraft

- For multi engine aircraft no pilot shall attempt to depart a runway unless performance planning suggests runway length and width sufficient to allow the aircraft to accelerate to V	extsubscript{r}, experience a power loss, abort and come to a stop on the remaining runway.

- For multi engine aircraft no pilot shall attempt a takeoff from a runway unless available data indicates that the aircraft should be able to continue flight after the loss of the critical engine above 200 feet AGL and continue to clear all obstacles within a 2nm departure corridor by at least 50’.

- Every student that requests to fly into airports with unprepared runways will be approved or disapproved by the Aviation Director on a case-by-case basis depending on the pilot’s ability, competency, maturity, and decision making skills.

- Students approved by the Aviation Director will be approved to fly to specific airports on a case-by-case basis.

- Students who received training for unimproved runways will complete an Unprepared Runway Checkout form. This will remain on file with the student’s records.
WWU 3.3a – SPECIAL AIRPORTS
➢ These airports require special training and signoff except in cases of Emergency \{These are all airports that do not meet the requirements 3.3\}

WWU 3.3b – WWU RESTRICTED AIRSPACE
➢ WWU aircraft fleet types A-D are restricted from operating over terrain that is 7000’ or higher, When wind speed exceeds 15kts) Special approval must be obtained from your flight instructor in order to conduct a flight with conditions above these. Also see Minimum Altitudes 3.28

WWU 3.4 – CURRENCY PROCEDURES
➢ Student Pilots: The student’s flight instructor must approve all solo flights. One dual flight every 30 days is required to maintain solo privileges.
➢ Private Pilots: One hour as Pilot in Command in the preceding 90 days, including three takeoffs and landings. To maintain complex privileges takeoffs and landings must be accomplished in a complex aircraft.
➢ Commercial Pilots: One hour as Pilot in Command in the preceding 90 days, including three takeoffs and landings. To maintain complex privileges, takeoffs and landings must be accomplished in a complex aircraft.
➢ Multi-Engine Pilot: One hour as Pilot in Command in the preceding 30 days, including three takeoffs and landings in make and model.
➢ Non-Dual Night Flights:
   ▪ Student Pilots: Non-dual night flights by student pilots are not permitted in WWU owned aircraft.
   ▪ Private/Instrument/Commercial Pilots: As stated in 14 CFR, Part 61.57. Require at least one instrument-
rated pilot occupying a crewmember seat.

- A pilot who is not current as listed above must receive flight training to regain currency from a WWU flight instructor. These requirements may be adjusted at the discretion of aviation faculty, but will not be less than the legal FAA requirements.

**WWU 3.5 – PASSENGER CARRYING RESTRICTIONS**

- The following provision provides a path whereby pilots operating Walla Walla University aircraft may be granted permission to carry passengers. This privilege is based on WWU’s assessment of the pilot’s maturity, judgment, skill, professionalism, and attitude. It is a privilege, not a right. The aviation faculty reserve the right to grant or revoke this privilege at any time.

- In order to carry passengers:
  - The Pilot must be appropriately rated in category and class of aircraft to be flown and must meet all FAA and Walla Walla University aircraft checkout and currency requirements.
    - Pilots will be required to complete a Walla Walla University aircraft make and model checkout. Duration and requirements of these make and model checkouts are at the discretion of aviation faculty.

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

    - Commercial Pilots will request approval from the aviation directors for passenger carrying privileges. If granted, the commercial pilot will be allowed to utilize all approved seating positions in the aircraft, so long as aircraft limitations are not exceeded.
o WWU Aviation Faculty is exempt from all passenger-carrying restrictions.

- **Special Allowances for Recruiting Events**: University aircraft may be used during approved recruiting events for introductory flights. These flights may utilize all approved seating positions in the aircraft so long as aircraft limitations are not exceeded. To act as PIC on an approved recruiting introductory flight the pilot must be listed on the WWU Approved Pilot List.

**WWU 3.6 INTERNATIONAL FLIGHTS**

- At this time we do not have international flight training

**WWU 3.7 – DISPATCH PROCEDURES, STUDENT/INSTRUCTOR/DISPATCHOR RESPONSIBILITIES**

- The provisions of 14 CFR, Part 91.103 will be met prior to any flight.

- The student will check the flight schedule to determine which aircraft is assigned for the flight and complete a preflight worksheet prior to the lesson.

- For dual and solo flights, the student will provide a briefing to their flight instructor and have them sign and approve the associated flight. The instructor must be confident that the student has completed the appropriate weather briefing and that the associated flight is well within the students abilities. Any concerns should be discussed between student and instructor. If at any time concerns are not resolved and concerns remain, the flight should not take place, for Philip Glendrange or Matthew Toelke should be contacted for clarification.

- For cross country flights students are to plan the route of flight over the best terrain possible. Students must not plan routes of flight which are over mountainous for extended periods of time.
It is not safe or prudent to remain over terrain with little to no options for emergency situations if one were to occur. Flight instructors must review the students flight planning and insure proper safety precautions have been taken. Flight instructors shall also ensure that Plan B’s are in place in case of changes in weather or emergency situations arise.

- **Split Time/Flight With Other Pilots.** Any pilot who is acting as PIC for any leg will submit their own flight planning for review and approval by a CFI prior to departure. It should be clear to each pilot and the reviewing CFI before the flight departs who shall be acting PIC on each leg. *Piggybacking on another pilots planning, (and then not even sticking to the original plan approved by the dispatching CFI) will not be tolerated.*

- **Entering Reservation in Flight Schedule Pro/Passenger Carrying.** When the appropriate procedures for the students flight have been planned as stated above, the approving flight instructor shall place the students reservation on Flight Schedule Pros flight schedule in the appropriate aircraft. Under the comments section the destination and flight route to and from all destinations shall in all cases be listed. Also, the passenger list/pilot list of who shall be in the aircraft must also be listed. **Last minute passengers or passengers not listed properly on Flight Schedule Pro shall not in any case be or are allowed on WWU’s aircraft.**

- Students will obtain the aircraft dispatch binder from the dispatch desk and check aircraft squawks and dispatch sheet information.

**WWU 3.7a Re-Dispatch Procedures Unplanned Stops**

- Re-dispatch by a student’s flight instructor, or a flight director if the students flight instructor is unavailable, is required for each flight segment unless specifically authorized for multiple flight segments in the original Dispatch Release. The original Dispatch release will contain a valid time block which the aircraft was reserved for on Flight Schedule Pro. If the flight cannot depart
within the specified time block the original Dispatch Release expires and a new Dispatch must be obtained prior to departure. Valid block time shall not exceed 15 min from the time of approval.

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

- Missed or canceled reservations require the student to e-mail Phillip Glendrange, Matthew Toelke, and the appropriate flight instructor with a thorough explanation explaining the extenuating circumstances. **Note, if these procedures are not followed, you will be billed for the flight.** WWU 3.7b Student/Instructor Responsibilities/Weekend Rentals

- Students are to talk with their primary flight instructor for weekend rentals. Thoroughly discuss your weekend plans, and if the instructor is happy with the plans, he or she will place the reservation on the schedule. Students are not allowed to reserve aircraft for multiple days or long time periods when they are only planning to fly the aircraft for a much shorter period. The reservation on flight schedule pro must match up and be the same as that which is intended to complete a flight.

- Weekend reservations will primarily be first come first serve, but remember that we are a family so to speak. Please be willing to work things out with others in order to maximize aircraft utilization. Scheduled weekend lessons can potentially be moved to another time or canceled to facilitate longer weekend reservations. If you have tried to reserve an aircraft and there are people already on the schedule who are unwilling to work with your aircraft needs, please call Matthew Toelke at 509-520-7396 or Philip Glendrange 509-540-5452 to discuss the issue.

- Reservations must be canceled at least 24 hours in advance. An aviation faculty will handle exceptions to the policy on an individual basis. If a student makes a weekend reservation and decides not to use that aircraft during his or her reserved time, the student will be charged for 1-hour aircraft rental rate, unless
the cancellation is due to poor weather conditions or unforeseen emergency circumstances.

- Practical tests (also known as check rides) are considered high priority, and the flight schedule may be adjusted accordingly. Students should work with a flight director to avoid affecting other students’ flight schedules.

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

**WWU 3.7c - OFF AIRPORT LANDINGS**

- Off airport landings are not permitted unless in case of an emergency. If an off airport landing is conducted in the case of an emergency, the aircraft will not be re-dispatched and depart without an aviation Director on board the aircraft or there is approval from an Aviation Faculty. This will only occur after the aircraft has been determined in an airworthy condition and there is an adequate location from which to depart.

**WWU 3.7d - ROUTINE DELAYS**

- The pic will attempt to notify the appropriate flight instructor if a flight delay exceeding 30 minutes is anticipated. If unable to contact the Instructor, Philip Glendrange or Matthew Toelke should be notified.

**WWU 3.7e DEVIATIONS**

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

**WWU 3.8 – DISPATCH PROCEDURES, AFTER HOURS**

- The provisions of 14 CFR, Part 91.103 will be met prior to any flight.
- After the flight has been completed, the aircraft will be left on the flightline with the dispatch book, and any headsets locked inside, returning the keys to the hangar lockbox.

**WWU 3.9 – AIRCRAFT DISCREPANCIES**

- In the case of an aircraft discrepancy (squawk) The appropriate discrepancy form on Flight Schedule Pro should be filled out. If at any time you are unsure how to proceed with an aircraft discrepancy, do not operate the aircraft until further advisement has been obtained from an appropriate flight instructor or directors of Aviation and you are 100% satisfied that the aircraft is in an airworthy condition.

- An aircraft may have the maintenance item deferred or the aircraft may be grounded depending on the defect. Refer to the discrepancy guide in the aircraft dispatch binder and FAR 91.213 for additional information.

- Upon noticing a discrepancy the pilot in command will take the following actions:
  - Refer to 91.213 and the aircraft discrepancy guide in the aircraft dispatch binder to determine airworthiness. If unsure, consult an instructor.
  - Follow the aircraft discrepancy guide to accurately fill out the aircraft squawk on Flight Schedule Pro. If unsure, consult an instructor.
  - If the aircraft is not airworthy, DO NOT FLY. Return to the dispatch office and notify dispatch, an instructor, or aviation
WWU 3.10 – AIRCRAFT DISCREPANCIES, RETURN TO SERVICE

- Any discrepancy that cannot be deferred will ground the aircraft. Only appropriately rated maintenance personnel can return the aircraft to service. The Maintenance Manager will take appropriate corrective actions to return the aircraft to service. Upon returning the aircraft to service the Maintenance Manager will sign off the aircraft squawk sheet in the dispatch binder and notify the dispatch office.

- If the discrepancy can't be corrected immediately, but the aircraft is still airworthy, the squawk can be deferred and any required operating limitations due to the discrepancy must be noted on the squawk sheet.

- Inoperative equipment must be removed or deactivated and placarded in accordance with 14 CFR, Part 91.213.

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

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

WWU 3.11 – AIRCRAFT FUEL

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

- Non-dual fuel reserves will be one (1) hour remaining after the full stop landing. There are no exceptions to this rule.

- Fuel that is strained during the preflight should be returned to the aircraft fuel tanks using the supplied fuel strainer. Consideration should be taken if strained fuel is contaminated.
- All aircraft will be attached to a grounding cable to discharge electricity prior to refueling.
- At all times during fueling the aircraft, there shall be no persons on board the aircraft.
- All WWU aircraft utilize 100LL fuel and should not be operated on any other grade of fuel.
- Use caution when fueling, as hoses and nozzles within close proximity to the aircraft may scratch or damage the aircraft.
- When fueling aircraft, ensure all portable electronic devices are switched off (cell phones, radios, pagers). Also, ensure that the aircraft master switch and all other power in the aircraft is turned off.
- **All Employees of WWU Aviation Program.** Cell phones should not be used, except for work-related tasks. Cell phones should not be used within 20 feet of an aircraft, the fuel tug, or the fuel farm. Cell phone use in the hangar is at the discretion of the Maintenance Manager; cell phones should not be used in the hangar without his approval. Cell phones can be an extremely dangerous distraction, and misuse will not be tolerated.
- **Pilots.** Cell phone usage is prohibited in and around the aircraft. Before entering the aircraft, ensure that your cell phone has been turned off or set to airplane mode, and also ensure that the same is done to any passenger cell phones. Using your cell phone in the aircraft can have adverse effects on your aircraft instruments and can potentially become a dangerous distraction. If, when flying with an instructor, you would like to take any videos/pictures of your flight, this will be at the discretion of your flight instructor and must be done with extreme caution. **When flying by yourself or with friends, all cellphone use is prohibited while in the aircraft and within 20 feet of the aircraft.**
- Whenever possible, attempts should be made to fuel WWU aircraft with WWU fuel. Using WWU fuel will aid in keeping fuel costs to a minimum, which in return will help keep rental rates
Each WWU aircraft has a key to access the WWU fuel tank. Please record all fuel dispensed into the aircraft on the Fuel Farm Record Sheet, located on the side of the refueling pump. Lock the fuel tank when fueling is complete.

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

**WWU 3.12 – AIRCRAFT FUEL FEES**

- Attempts should be made to purchase the fuel at an airport where the prices are not excessive.
- Each aircraft has a purchasing credit card for fuel and oil purchases as necessary.
- The University will not be responsible for call out fees incurred for late fueling or services.

**WWU 3.13 – AIRCRAFT CREDIT CARDS**

- Aircraft purchasing cards are to be used for fuel and oil purchases only unless otherwise approved by the Aviation Faculty.
- Any unapproved charges will result in the student being charged an extra hour at the current aircraft rental rate.
- For all purchases made with an aircraft-purchasing card, a receipt will be kept and placed in the aircraft dispatch binder.
  - If a receipt is misplaced or not printed, it is the students’ responsibility to contact the FBO or airport at which the fuel was purchased to obtain a copy. If the student does not properly supply receipts, the student may be charged for the purchase.
- The Operations Manager handles all receipts and credit cards.
If a credit card declines at the point of sale, immediately contact the Operations Manager.

If a credit card is broken or lost, notify the Operations Manager immediately.

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

**WWU 3.14 – CHECKLIST REQUIREMENTS/USAGE**

- The PIC shall be familiar with, and correctly use, the appropriate checklist procedures in all WWU flight operations. Checklists will be purchased from the WWU bookstore. If a student does not have the required checklist for his or her intended flight, the flight cannot be made and the student may be charged for a 2-hour lesson regardless.

**WWU 3.15 – PREFLIGHT**

- Although preflight can be performed by memory, the checklist must be used to ensure all items during preflight are completed properly and thoroughly. Do not forget to make certain all bugs are cleaned off the windshield and no flat spots are present on the tires. If you are ever uncertain about the aircraft's soundness in any manner, Stan Holm, Philip Glendrange, or Matthew Toelke must be contacted. Never fly an aircraft if you are concerned about its condition.

**WWU 3.16 – FIRE PRECAUTIONS**

- During fueling operations, the aircraft involved will be **unoccupied**. Please refer back to 3.11 fueling procedures.

- For fire procedures please refer to the appropriate aircraft checklists, pilot’s operating handbook, or pilot’s information manual.
WWU 3.17 – STARTING PROCEDURES

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

- Please observe engine starter duty cycle times:
  - Crank the starter for 10 seconds followed by a 30-second cooldown period. This cycle can be repeated three additional times, followed by a 30-minute cooldown period before resuming cranking.

- These duty cycle times should be strictly followed to enhance starter life and assist in reducing the possibility of premature engine starter failure.

WWU 3.18– BEFORE TAKEOFF CHECKS

- Before takeoff checks (including run-ups) should be completed to prevent any undue hazard to persons or property.

- Complete run-ups on a smooth surface free of debris to avoid damage to the propeller or aircraft.

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

- Maintenance personnel should be consulted immediately for any aircraft system or flight control that is not working correctly during run-up.

WWU 3.19– TAXIING PROCEDURES

- Minimal power should be utilized during taxi.
➢ Taxi speeds should be no faster than a brisk walk.

➢ Do not ride the brakes while taxiing an aircraft. Make sure to keep heels on the floor unless the application of brakes becomes necessary.

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

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

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

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

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

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

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**WWU 3.20– NORMAL CHECKLIST**

➢ Before Engine Start, Engine Start, Run Up, Before Taxi, and Before Takeoff checklists are to be completed as a (Do List). Runway Items, Climb, Cruise, Descent, Before Landing and After Landing are to be completed as a flow and then must be verified by **visually** referencing each item in the cockpit, (**do not just read the checklist and not visually verify**). After the specific checklist is completed you must verbalize the specific checklist is complete, IE (runway items complete).

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

- Students must verbalize 1000 feet to altitude and 100 feet to altitude during any climbout/descent.
- Students must complete checklists at appropriate times.
- Climb check to be done at 1000 feet.
- Cruise check accomplished shortly after entering cruise
- Decent check should be accomplished before decent is started or shortly after
- Approach brief should be accomplished for IFR and VFR flights and should be accomplished at an appropriate time
- Before landing check should started midfield and accomplished before final decent to landing is initiated. The checklist will be verified as complete again turning final or at 500’ AGL on a straight in arrival.

**WWU 3.21– EMERGENCY PROCEDURES**

- It is located after the normal checklist and is outlined in a red border. In an emergency, the pilot shall initially respond with Emergency Recall Items from memory and then use the emergency checklist, as time permits, to confirm all items have been completed. Make sure sufficient time is spent memorizing emergency procedures. Correct use of the normal checklist will enhance cockpit structure and procedures while at the same time leaving the pilot a heads up as possible for the unique operating environment at WWU.

**WWU 3.22– MANEUVERS**

- The maneuver section of the checklist is meant to be a quick reference for the bare bone basics of a maneuver. When in doubt, it is better to reference the checklist and ensure you have
the maneuver basics down before performing the maneuver improperly. This is not meant to be a substitute for proper ground study and memorization of the maneuvers. **CFI’s**, make sure your students are properly memorizing the following basics on the ground.

- Appropriate airspeeds
- Maneuvering speed (at current weight)
- Approach speeds for all types of landings
- Intricacies/details of all maneuvers

**WWU 3.23 RETRACTABLE GEAR AIRCRAFT**

- The before landing checklist should be completed starting midfield the airport and completed, minus props forward before you are abeam your desired point of landing. The student should call out (before landing checklist complete). The student should also verbalize “gear down” and “3 green” appropriately, but it is not necessary to leave your hand on the gear the whole time the gear is coming down. Short final, PIC should verbalize the following: props forward, fuel pumps on, and gear down 3 green. The gear down and fuel pumps should have been previously completed, but are being double verified at this point.

**WWU 3.24– IMPORTANCE OF PROPER CHECKLIST USAGE**

- The PIC is 100% responsible for proper checklist usage and procedures. The improper use, or the non-use, of the checklist by flight crews is often cited as a major contributing factor to aircraft accidents.
- Non adherence to these procedures will not be tolerated from students or flight instructors and will result in termination.
WWU 3.25 – CROSS-COUNTRY FLIGHTS

- At least one pilot on board in a crewmember seat must be instrument rated and meet recency of experience requirements for IFR flight in that fleet type to receive approval for night cross-country flights (50+ nautical miles).
- Changes in the aircraft flight schedule due to weather, mechanical difficulties, or other reasons, must be reported immediately to your flight instructor. If your specific flight instructor is unavailable please contact Philip Glendrange or Matthew Toelke.
- Cross countries must be approved by your appropriate flight instructor as per WWU 3.7b. Cross countries will be limited to Washington, Idaho and Oregon. Please speak with Matthew Toelke or Philip Glendrange if desiring a cross country outside the listed states.

WWU 3.26 – IN-FLIGHT PROCEDURES

- Formation flying is prohibited in WWU aircraft. Exceptions exist for the Aviation Faculty for the purposes of promotional media.
  - Aerobatic flight is strictly prohibited in WWU aircraft. Aerobatic flight is any intentional unnecessary maneuver involving an abrupt change in an aircraft’s attitude, an abnormal attitude, or abnormal acceleration, not necessary for normal flight, any intentional bank exceeding 50 degrees or intentional pitch exceeding 20 degrees.
- WWU Flight Instructors may demonstrate spins and recoveries during CFI training. They are not to be practiced or demonstrated for any other reason.
- Pilots are encouraged to fly south of Highway 12 to the practice areas and north of Highway 12 and the penitentiary while returning to the airport when runway 20 is in use.
Utilize the Walla Walla practice area frequency of 123.500 (University Traffic) (AIM 4-1-11 table 4-1-3). Be aware that WWU Dispatch, Big Bend Community College, Ragged Irregulars, and others monitor this frequency.

**WWU 3.27 – AIRCRAFT AVOIDANCE**

- No person may operate an aircraft close to another aircraft to prevent a collision hazard either on the ground or in the air. At all time the Pilot-in-Command will be responsible for, and actively use, “See and Avoid” procedures as described in the AIM, Chapter 7, Section 5, and comply with the right of way rules specified in 14 CFR, Part 91.113.

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

**WWU 3.28 – MINIMUM ALTITUDES**

- Minimum altitude for solo maneuver practice with the exception of landing practice is 600' AGL or higher if the minimum altitude applicable in the maneuver specific practical test standards or 14 CFR, Part 91.119 is higher than 600' AGL.

- At all times WWU aircraft will be operated at safe altitudes in compliance with 14 CFR, Part 91.119. Except in airport traffic areas or in designated practice areas when required for training no WWU aircraft shall be operated in the enroute phase at an altitude less than 3,000 feet above the highest obstacle within a horizontal distance of 4 nautical miles from the course to be flown, (unless required to comply with airspace restrictions).

- Minimum altitudes for IFR operations will be in accordance with 14 CFR, Part 91.175 and 91.177. All WWU aircraft will be considered Category D for purposes of IFR Approach circling minimums. Circling is prohibited if any obstruction within 4nm of the runway exceeds 500' above the airport but
in no case will circle to land maneuvers be attempted in weather conditions with a ceiling less than:

- **Day:** 1,500 feet above the airport or flight visibility of less than 3 statute miles.
- **Night:** 2,000 feet above the airport or flight visibility of less than 5 statute miles.

**WWU 3.29 – SIMULATED EMERGENCY LANDINGS**

- During prolonged descents at low power settings, the pilot in command should pay special attention to monitoring engine temperatures and take action to avoid shock cooling the engine. Acceptable actions include appropriate use of cowl flaps, mixture control, and partial power.
- Periodically “clear” the engine by slowly setting power to a low cruise setting then returning to idle.
- Be aware of a delay in power and engine sputtering if full power is quickly added. Plan your go-around accordingly.
- All simulated emergency landings will be terminated at 1000' AGL minimum on solo flights and no lower than 500’ when with an instructor, unless the aircraft is in a position to accomplish a normal landing in the first 1000' of a runway at an approved airport.

**WWU 3.30 – SECURING AIRCRAFT**

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

- Installing the control lock
- Tying down the aircraft
- Installing the pilot tube cover
- Chocking the aircraft
- Removing all personal belongings and trash from the aircraft
- Returning the dispatch folder, keys, and headset to the office
Only authorized personnel may hangar WWU aircraft. Students may assist in hangaring aircraft under the supervision of these personnel.

All university aircraft will be secured with tie-down ropes and chocks while unattended on the university ramp.

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

### WWU 3.31 – AIRCRAFT RETURN

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

- At the completion of dual flights, the training course outline should be given to the instructor for further processing. Following a non-dual flight, the TCO will be reviewed and processed at the next dual lesson.

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

### WWU 3.32 – SCHOOL FREQUENCY

- AIM 4-1-11 table 4-1-3 designates two frequencies reserved for communication of flight instruction operations. The WWU Aviation Program utilizes the 123.500 MHz station to provide awareness and separation in the practice areas.

- The school frequency should be monitored in an aircraft with only one communication radio whenever possible.
In aircraft that are equipped with two communication radios, whenever feasible, one of the radios should be tuned to the school frequency at all times. This should be done in the practice area and in the traffic pattern.

It is acceptable to utilize ATC for flight following instead of the school frequency. It is advisable to monitor school frequency even while receiving flight following.

If an instructor or student is going to be late in bringing an airplane back, they will attempt to notify the scheduler by contacting the base station. The base station will use the call sign "University Dispatch" and the aircraft will use their normal tail number call sign.

The base station will monitor school frequency at all times. Note that the range of the base station is fairly limited and transmissions from the base station may not be audible outside the traffic pattern.

PART 4 – WEATHER MINIMUMS

WWU 4.1 – WEATHER

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

WWU 4.2 – WIND LIMITATIONS

Approval by an Aviation Faculty is required to fly at winds greater than those shown below in Table 4.2-1 and Table 4.2-2. And WWU 3.2c.

The wind must be forecasted to remain within these limitations during the entire duration of the flight.
<table>
<thead>
<tr>
<th>Pilot</th>
<th>KALW Winds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Pilots</td>
<td>10 kts total, 5 kts direct crosswind</td>
</tr>
<tr>
<td>Private Pilots</td>
<td>15 kts, 8 kts direct crosswind</td>
</tr>
<tr>
<td>Commercial Pilots</td>
<td>20 kts, 12 kts direct crosswind</td>
</tr>
<tr>
<td>Instructor/Dual Flights</td>
<td>SAME AS COMMERCIAL. Must have clearance from Matthew Toelke or Philip Glendrange to go outside these numbers.</td>
</tr>
</tbody>
</table>

Table 4.2—1

<table>
<thead>
<tr>
<th>Pilot</th>
<th>Other Airport Winds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Pilots</td>
<td>10 kts total, 5 kts direct crosswind</td>
</tr>
<tr>
<td>Private Pilots</td>
<td>15 kts, 8 kts direct crosswind</td>
</tr>
<tr>
<td>Commercial Pilots</td>
<td>20 kts, 12 kts direct crosswind</td>
</tr>
<tr>
<td>Instructor/Dual Flights</td>
<td>SAME AS COMMERCIAL. Must have clearance from Matthew Toelke or Philip Glendrange to go outside these numbers.</td>
</tr>
</tbody>
</table>

Table 4.2-2

**WWU 4.3 – VFR FLIGHT LIMITATIONS**

- Approval by an Aviation Faculty is required to fly when the ceiling and/or visibility are below those shown below in Table 4.3-1 and Table 4.3-2.
- The ceiling and visibility must be forecasted to remain within these limitations during the entire duration of the flight.
- Conditions required for cross-country flight must be forecast to exist one hour before the departure time to one hour after the expected time of arrival.
<table>
<thead>
<tr>
<th>Pilot</th>
<th>Local</th>
<th>Cross-Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ceiling</td>
<td>Visibility</td>
</tr>
<tr>
<td>Student Pilots</td>
<td>3000’ AGL</td>
<td>10 SM</td>
</tr>
<tr>
<td>Private Pilots</td>
<td>2000’ AGL</td>
<td>5 SM</td>
</tr>
<tr>
<td>Commercial Pilots</td>
<td>1500’ AGL</td>
<td>3 SM</td>
</tr>
<tr>
<td>Instructor/Dual Flights</td>
<td>At Instructor’s Discretion</td>
<td>At Instructor’s Discretion</td>
</tr>
</tbody>
</table>

Table 4.3-1

Table 4.3-2

**WWU 4.4 – IFR WEATHER MINIMUMS**

- Instrument training flights (i.e. with a CFII) are at the discretion of the instructor. All other IFR flights shall follow the guidelines outlined in this section.

- Instrument training under VFR will be in accordance with the basic VFR weather minimums in 14 CFR, Part 91.155 and in compliance with WWU 4.3.

- ICE: WWU aircraft are prohibited from flight into known icing, see FAR 91.527. Also students and instructors alike should be familiar with AC91-74B. If inadvertent icing is encountered, the flight must be terminated to the nearest safe airport.

  - Students are prohibited from flight through areas where the combination of reports and forecasts indicates expected flight visibilities of 1sm or less and OAT of less than +5C at all planned altitudes, (or minimum sector altitudes if off-airways) along the entire route including routes to alternate airports.
WWU 4.5 – IFR TAKEOFF MINIMUMS

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

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

WWU 4.6 – IFR ALTERNATE REQUIREMENTS

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

WWU 4.7 – IFR LANDING MINIMUMS

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

- High Minimums – Except in case of a declared Emergency, Low Time pilots will not commence an instrument approach in actual weather conditions which do not meet this High Minimums requirement. High weather minimums will be computed by adding 500' and 2sm to the published minimums but in no case less than 700' above the published height of the airport. Pilots are considered low time until logging 100 hours PIC in aircraft Fleet Type.

PART 5 – PRACTICE AREAS AND DIAGRAMS

WWU 5.1 – APPLICABILITY

- The university utilizes three practice areas for flight training. Please specify your location accurately on University Frequency using the practice areas and local landmarks. Avoid training on Victor Airways: the areas between navigational aids that
generate large amounts of traffic. Think of them as “highways in the sky.”

**WWU 5.2 – PRACTICE AREA, WEST**

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

**WWU 5.3 – PRACTICE AREA, SOUTHWEST**

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

**WWU 5.4 – PRACTICE AREA, SOUTH**

- The area south of the class D surface area, north of rising terrain near Milton Freewater, west of the blue mountains, and east of highway 11. Recommended maneuvering altitude of 3,500’ MSL and above. Reporting points to reference include Reeser Strip/Elevators and Milton Freewater. The south practice area can quickly become congested with training aircraft and ALW arrivals. Report frequently on 123.5 and monitor ALW tower frequency on 118.5.

**WWU 5.5 – UNIVERSITY RAMP**

- “University Ramp” is the area located in front of the WWU Aviation hangar. This area should be utilized for preflight, startup, taxi checks, before takeoff checks, and setting up navigation for a flight. Call for taxi only once you are ready to taxi.
Runup Area*

- Before takeoff check (including runup) should be completed in this area.
- Taxi from parking area completely clear of the flight line. Do not stop over drainage grate.
- Perform the taxi flow between parking area and runup area.
- Position the aircraft so you will not be “blasting” other traffic with prop wash.
- REMEMBER no part of your aircraft should cross the movement boundary line prior to clearance.
PART 6 – DISCIPLINE

WWU 6.1 – APPLICABILITY

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

WWU 6.2 – RESPONSIBILITY

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

WWU 6.3 – DISCIPLINE TIER 1, VERBAL REPRIMAND

- The Aviation Faculty will issue a verbal reprimand after being informed of the problem. Notes will be recorded and maintained in the student record folder. A Student Disciplinary Form will be completed and added to the student record folder.

WWU 6.4 – DISCIPLINE TIER 2, WRITTEN WARNING

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

- Three Degrees of Written Warning.
  - **First Degree**, The student will receive their first written warning after which they will need to sign and return to the flight center to acknowledge they have been warned to correct their repeated issues.
  - **Second Degree**, Repeated issues regarding training and/or cross country flights that result in the second degree of
written warning. After a student has received a second degree of written warning the student will need to have a scheduled designated meeting with an aviation faculty on the matter AND a predetermined corrective action to fix the issue.

- **Third Degree**, Issues resulting so high that the student is then requested to appear before a disciplinary board to determine corrective action and whether or not the student needs to appear before a disciplinary review board (Tier 3).

**WWU 6.5 – DISCIPLINE TIER 3, DISCIPLINARY BOARD**

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

**WWU 6.6 – DISCIPLINE TIER 4, TERMINATION REVIEW**

- The Disciplinary Board has determined that the student is either unsafe or has been a repeat offender against WWU Policy or WWU SOPs and has received multiple warnings from instructors and Aviation Faculty. The student will meet with the Aviation Faculty and Chair of Technology for final consideration of termination from the Aviation Program.

**WWU 6.7 – REMITTANCE INTO FLIGHT PROGRAM**

- For remittance into the flight program, the student will have to fill out a Flight Program Remittance Form and become accepted to reappear to the Disciplinary Board.

**WWU 6.8 – EXAMPLES OF REQUIRED DISCIPLINARY ACTION**

- Repeated Tardiness/Attendance
- 3 No Shows for any Reason
• Unacceptable Level of Preparedness
• Repeated Academic Incompletes
• Unacceptable Level of Hygiene
• Violation of Passenger Carry Privileges
• Violation of Cross Country Privileges
• Violation and/or Abuse of Approved Airports
• Violation of International Flight Regulations
• Violation of Weather Minimums
• Violation of Extended/Weekend Reservation Procedures
• Violation of WWU Standard Operating Procedures
• Student no show to scheduled lesson

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

➢ PART 7 – FLIGHT TRAINING FEES/Transportation

WWU 7.1 – FEES

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

• Automatic payment plan using a credit/debit card on file that is charged weekly to settle the student’s aviation account balance. Any charge to a credit/debit card will be subjected to an additional 2.75% convenience fee. (Students utilizing this option can fly with a negative balance)
• Automatic payment plan using an e-check routing to a bank account that is charged weekly to settle the student’s aviation account balance. These charges are not subject to the same 2.75% convenience fee that credit and debit cards are. (Students utilizing this option can fly with a negative balance)
• The total estimated costs for the enrolled course must be present in the students aviation account prior to enrolling for
the flight class. (If the estimated costs are not placed in the students flight account, the student will not be able to sign up for the flight class. Students that do not have the estimated cost in their account will not be placed on the flight schedule.)

- Students on Seventh Day Adventist Conference Subsidies will need to have either 50% or 30% of the flight expenses in their account, depending on subsidies specifics.

- The airport dispatch office is responsible for managing billing to the student aviation accounts, which are separate from general student accounts. Please see the Operations Manager (Philip Glendrange) or accounting assistant for answers to questions related to student aviation accounts.

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

- Aviation account deposits can be made online using credit/debit or check information from the “Make a Payment” link found at wallawalla.edu. Credit and debit payments will be subject to an additional 2.75% convenience fee. Automatic payments can be set up through Student Accounts in Accounting.

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

- Additional fee information can be obtained by contacting the Operations Manager.

**WWU 7.2 – AVIATION SCHOLARSHIP**

- Each class is registered as a certain amount of quarter credits. The tuition a student pays for each credit goes toward providing
a facility to learn in and the professor to teach the content. Each AVIA flight class is taught in an aircraft and with a flight instructor that is billed additionally to tuition. One of the unique ways Walla Walla University keeps aviation costs down is by crediting a portion of the tuition paid for the flight class to the student’s aviation account. For any flight training class, the student receives a scholarship of $375 for each credit hour of flight course in which the student enrolls. The scholarship money is deposited into the student’s aviation account from which the student’s Aviation Program fees are paid as they are incurred.

**WWU 7.3 – ESTIMATED COSTS PER FLIGHT CLASS AND AIRCRAFT THAT WILL BE USED**

- Note the following estimated costs are the out-of-pocket expenses after the Aviation Scholarship has been applied. It does not include applicable student insurance, FAA Checkrides, or Medical Examinations.
- The Aviation Faculty will determine the aircraft that will be utilized in accordance with published curriculum for each course. Flight fees are charged on an hourly basis. The fee schedule listed here is based on the minimum times required for course completion. Varying amounts of overages are common for some courses. Hard work and dedication ensures keeping the cost at a minimum.

<table>
<thead>
<tr>
<th>Rating/License</th>
<th>Cost</th>
<th>Scholarship</th>
<th>Out of Pocket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td>$14,855</td>
<td>$2,250</td>
<td>$12,605</td>
</tr>
<tr>
<td>Instrument</td>
<td>$16,700</td>
<td>$3,000</td>
<td>$13,700</td>
</tr>
<tr>
<td>Commercial</td>
<td>$17,110</td>
<td>$3,000</td>
<td>$14,110</td>
</tr>
<tr>
<td>Mission Humanitarian</td>
<td>$2,450</td>
<td>$750</td>
<td>$1,700</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>Multi Engine</td>
<td>$7,980</td>
<td>$1,125</td>
<td>$6,855</td>
</tr>
<tr>
<td>CFI</td>
<td>$6,750</td>
<td>$1,875</td>
<td>$4,855</td>
</tr>
<tr>
<td>CFII</td>
<td>$3,300</td>
<td>$750</td>
<td>$2,550</td>
</tr>
<tr>
<td>MEI</td>
<td>$5,275</td>
<td>$750</td>
<td>$4,525</td>
</tr>
<tr>
<td>Practicum</td>
<td>Variable</td>
<td>Based on aircraft</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$74,420</td>
<td>$13,500</td>
<td>$60,920</td>
</tr>
</tbody>
</table>

**WWU 7.4 – INSTRUCTOR FEES**

- The instructor fee is $55/hr. When a student is scheduled for a lesson, the student is being charged for the instructor time for the entirety of the lesson. It is at the instructor’s discretion to not charge the student for the time spent on preflight if the student conducts the aircraft preflight on their own.

**WWU 7.5 – AIRCRAFT AND SIMULATOR FEES**

- The aircraft and simulators are rented at the following rates:
  - Cessna 172: $135/Hr
  - Piper Arrow’s: $160/Hr
  - Beech Duchess: $300/Hr
  - Frasca TruFlite: $55/Hr
  - Frasca Mentor: $35/Hr

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

- Bulk rates for aircraft are available. Contact the Operations Manager for information. Note that bulk rate hours cannot be
used for academic purposes.

**WWU 7.6 – TRANSPORTATION**

- WWU does not provide a student with transportation to and from flight lessons. Transportation is the responsibility of the student. It is not recommended to rely on friends or others for transportation to your lesson. If a student is unable to attend a scheduled flight lesson due to lack of transportation, they will be billed for the lesson regardless.

**PART 8 – AVIATION SAFETY PROGRAM**

**WWU 8.1 – APPLICABILITY**

- Every activity, including aviation, has inherent risks. We mitigate these risks primarily by adhering to established regulations and procedures spelled out in this document and our training course outlines. We will also from time to time provide feedback to students and instructors regarding accidents or incidents that occurred either within our program or outside of our program. The purpose is not to judge the individual(s) involved but learn from the mistakes made by others.

**WWU 8.2 – WHO IS RESPONSIBLE?**

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

- Everyone is responsible for safety. Never assume someone else has probably already reported something. ALWAYS REPORT!

**WWU 8.3 – REPORTING A SAFETY CONCERN**

- There are numerous ways - the important thing is that YOU REPORT IT!
Any pilot may see something concerning during a flight. If the concern is of importance to flying safety, the PIC should make a timely report direct to ATC, and then inform a CFI or a flight director of the information you passed.

Examples of things to report to ATC:

- Wildlife on the airfield
- Visibility deteriorating or ceilings lowering
- Heavy rain shower or thunderstorm development
- Wind shear or greater than light chop or turbulence
- Broken or damaged airfield lighting or signage (reported to ground frequency upon taxi in or out)
- Strange activity on the airfield you did not know about or anything that appears different

Examples of things to report to a CFI or Faculty:

- Anything broken or not working correctly on an aircraft. Such items should immediately be reported to your CFI and also when turning in your key to dispatch. Inform the front desk staff that there is a problem with the aircraft. **This will remove the aircraft from service until the squawk is resolved by deferral or maintenance.** (See Aircraft Discrepancies and Maintenance section).
- Confusing or misunderstood ATC clearances should be discussed with a CFI upon completion of the flight. The CFI may need to bring it to the attention of the aviation faculty.
- Any security concerns, such as strangers approaching you about flying an aircraft, etc.

**WWU 8.4 CREW COORDINATION/CFIT**

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

To provide WWU pilots a standardized method of quickly verbalizing a perceived threat the “CUS” words will be used. **CONCERNED** – “I’m concerned by/about ____” will be stated at the first moment a pilot perceives what may be an impending threat. Upon hearing this the Flying Pilot should work with the Monitoring pilot to understand and, if needed, to resolve any differences in situational awareness and/or the perceived threat.

**UNCOMFORTABLE** – If the threat goes unresolved and concern remains this will be expressed by the words “I’m Uncomfortable with ____”. This should alert the Flying Pilot to the elevated concern and prompt him/her to address the concern without any further delay.

**SAFE** – “I think this is not Safe – we should ____” will be stated if a pilot perceives that the treat presents an imminent threat of incident or accident. The Flying Pilot should immediately respond to resolve the perceived threat.

**WWU 8.5 PILOT MONITORING**
If the Flying Pilot fails to perceive/respond to an obvious threat and the Monitoring pilot feels that immediate intervention is appropriate to avoid an incident or accident he/she should intervene by stating “I have the Aircraft” and taking appropriate action. (Example: The monitoring pilot sees that inadequate
wingtip clearance exists during taxi. If the flying pilot fails to perceive/respond to the threat the monitoring pilot should announce “I have the aircraft” and bring the aircraft to a stop.)

**WWU 8.6 TEACHING STANDARD OPERATING PROCEDURE**
Instructor Pilots should strive by example to teach published standard operating procedures and profiles. Keep in mind however that new pilots will likely tend to confuse standard operating procedures with an instructor pilot’s personal technique; the two are not the same. Personal techniques can often be helpful but Pilot Instructors should be careful to ensure that student pilots understand when they are being shown a personal technique as opposed to being taught a standard operating procedure.

**WWU 8.7 STERILE COCKPIT**
A sterile cockpit, (no extraneous conversation) shall be maintained during critical phases of flight. Critical phases on departure are from engine start until reaching 3000’ AGL and on approach from 3000’ AGL until engine shutdown.

**WWU 8.8 CFIT (Controlled Flight Into Terrain) Escape**
- Pilots should immediately execute an escape maneuver at the first recognition of a possible CFIT encounter by either executing an immediate course reversal or an immediate maximum performance (Vx) climb. If a course reversal is used consider immediate extension of flaps as needed to reduce the turn radius.

**PART 9 – ACCIDENT RESPONSE PLAN**

**WWU 9.1 – APPLICABILITY**
- This part specified the plan of action in the event of an accident or incident concerning a Walla Walla University aircraft, student,
faculty, and/or other personnel. It should be followed to ensure proper University response, first responder action, and legal reporting procedures.

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

**WWU 9.2 – FIRST RESPONSE**

- In the event of an aviation accident or incident, the following should be complied with:
  - DO NOT move or attempt to fly the aircraft
  - In case of fire DO NOT return to aircraft
  - Contact 911 if an emergency
  - Call Philip Glendrange, Matthew Toelke, or Stan Holm. If you cannot reach these individuals, contact Linda Felipez. (509) 520-0610.
  - Comply with wreckage protection measures as laid out in NTSB 830.10 and WWU 9.

**WWU 9.3 – REPORTING THE ACCIDENT**

- After emergency services have been reported if necessary, contact the Aviation Faculty at their appropriate cellphone numbers.

- The information you will need to provide to the Aviation Faculty for NTSB notification and University Response is:
  - Aircraft
  - Name of Pilot-in-Command
  - Time of the accident
  - Last departure point and point of intended landing
  - The position of the aircraft in reference to an easily defined geographical point
  - Number of persons aboard, including the number of fatalities and serious injuries
• Nature of the accident, the weather, and damage to the aircraft to the extent known
• Any explosives, radioactive materials, or other dangerous articles carried

After notifying the Aviation Program, leaders must seek shelter and ensure everyone is properly attended to. Then wait for instructions.

**WWU 9.4 – DIRECTOR OF AVIATION ACCIDENT RESPONSE DUTIES**

In the event of an aviation accident or major incident the Director of Aviation shall follow the following checklist:

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

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

When possible the Director of Aviation will be the WWU Aviation representative at the accident or major incident location.

**WWU 9.5 – OPERATIONS MANAGER ACCIDENT RESPONSE DUTIES**

In the event of an aviation accident or major incident the Operations Manager shall follow the following checklist:

• Notify the Chair of Technology
• Close Flight Center
• Contact Walla Walla Tower
• Contact Port of Walla Walla
• Collect all applicable records including student, instructor, and aircraft records as necessary
The Operations Manager serves as the main lead and contact for University Relations, Risk and Safety Management and Adventist Risk Management/USAIG, and all matters concerning record keeping.

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

The Chair of Technology will be notified of the accident, including all the information given to the NTSB.

**WWU 9.6 – CHAIR OF TECHNOLOGY ACCIDENT RESPONSE DUTIES**

- In the event of an aviation accident or major incident the Chair of Technology shall follow the following checklist:
  - Contact Campus Security
  - Contact Risk and Safety Management
  - Contact President’s Office

- The Chair of Technology will be the main Campus contact point.

**WWU 9.7 – POST-ACCIDENT PROCEDURES**

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

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

- Immediately following notification of an accident or major incident, all communications will comply with Walla Walla University policy. No employee or student of the Aviation
Program may represent the Aviation Program of Walla Walla University to the media. Make no speculations to anyone outside of the Aviation Program. The Director of University Relations, will manage all media and accident/incident inquiries at emily.mauthersbaugh@wallawalla.edu or 509-527-2771.

WWU 9.8 – DISPATCH ACCIDENT RESPONSE DUTIES

- In the event of an aviation accident or major incident main dispatch will be responsible for the following items:
  - Collecting all aircraft logbooks
  - Collecting all pilot records, both student, and instructor as necessary
  - Deferring all media relations to University Relations
  - Taking messages as necessary and forwarding all FAA and NTSB communications to the Director of Aviation

- All dispatching will cease excluding necessary relief flights.

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

WWU 9.9 – UNIVERSITY RESPONSE

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

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

WWU 9.10 – DOCUMENTS AND RECORDS

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

- WWU Aviation Accident/Incident forms will also be completed by the Operations Manager in cooperation with the pilots, Maintenance Manager, and Director of Operations, with retained copies of the preflight worksheet and dispatch sheet.
- WWU R&S Accident/Incident forms and investigation forms will be completed by the Operations Manager and submitted to Risk and Safety Management and Human Resources as necessary.
- The Operations Manager will retain all accident records on file.

**WWU 9.11- INTERNATIONAL EMERGENCIES**

- It is required to contact customs as soon as practicable and notify them of any changes in ETA or a diversion in the case of an emergency. If the pilot has landed, the pilot may establish communications over the telephone. If the pilot is in route, it is required to relay customs information via flight service or ATC.
- It is the responsibility of the flight crew to be aware of all WWU and federal emergency procedures when conducting an international flight.
- It is the responsibility of the flight crew to be aware of all Canadian accident/incident reporting, Canadian search and rescue, NTSB, and Transportation Safety Board of Canada.
- In the event of an emergency, the flight crew will contact 911 immediately if needed and then contact aviation faculty as soon as practical.
- It is important to adhere to all procedures as outlined in this part.

**WWU 9.12 – IMPORTANT PHONE NUMBERS**

- Emergency phone number
• Phone: 911

➢ Philip Glendrange Cell: (509) 540-5452
➢ Matthew Toelke Cell: (509) 520-7396
➢ Stan Holm: (509) 520-6711
➢ Linda Felipez Cell: (509) 520-0610

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

➢ Transportation Safety Board of Canada
  • Call toll-free in Canada: 1-800-387-3557
  • Call from outside Canada: +1 819-994-3741

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

➢ CANPASS(CBP)
  • Phone: 1-888-226-7277
PART 10 – GENERAL POLICIES

WWU 10.1 – APPLICABILITY

➢ Part 10 dictates the general policies of the Walla Walla University Aviation. Failure to follow them may result in disciplinary action, not limited to dismissal from the Aviation Program.

WWU 10.2 – STUDENT PILOT IDENTIFICATION

➢ Private pilot students on solo flights outside of the Walla Walla Valley will identify themselves as student pilots on the first contact with ATC. Example:

• "Tri-Cities Tower, Skyhawk 202AM, student pilot, ten miles east inbound for the option with information Bravo."

WWU 10.4 – SOCIAL MEDIA POLICY

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

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

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

➢ At no time will the safety of flight be compromised in order to take photographs or post information on social media. Suspected violation of this may result in an investigation and possible disciplinary action.

WWU 10.7 – TARDINESS AND ATTENDANCE POLICY/WINTER WEATHER

➢ In the event of sickness or accident, call your instructor. Students
will not make a determination of attendance due to weather. If in doubt, call an instructor or an aviation faculty. Students unable to meet the published schedule for a valid reason must provide the aviation office with a twenty-four-hour notice via call, text, or email. If no notice is given and, or the reason given is not valid, a "no show" will be recorded. Illness or emergencies are handled on a case-by-case basis.

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

- “No Shows” and reservations not canceled more than 24 hours in advance may result in the student charged an amount of aircraft rental and/or instruction time, as determined by the aviation faculty. “No Shows” prevent the airplane from being used by someone else, impacting fellow students and the program.

- It is the intent of the Aviation Program to complete aviation courses in a one-quarter period. The cooperation of flight students is needed to accomplish this, and "no shows" will not be tolerated. Each “no show” impacts your grade. The aviation faculty may take further punitive action after the third "no show" by cancelation of future reservations. At this point, the student will be required to meet with the aviation faculty to discuss the future of their flight training. Should flight training then resume, a fifth no-show in one quarter can result in elimination from the academic course and a grade of "F."

- If a student ends up needing incomplete a class for whatever reason, the student should make sure that their instructor e-mails Matthew Toelke asking for an incomplete. The rational for
the incomplete should be listed in the e-mail and the flight instructor should list what the students grade is at the current time. For example, (IC) would be an incomplete C. If further work towards the class is accomplished, the grade will default to a C the seventh week of the quarter after you initially enrolled for the class. The student will have 7 weeks into the next quarter to finish the class. If a student still feels like they need/deserve more time to work on the class, after the 7 week period. First Matthew Toelke and Philip Glendrange must be e-mailed with rationale. If we both approve of the extension, then the appropriate forms may be obtained, filled out, and submitted to Scott Ligman. Ultimately, Scott Ligman will make the final decision about the approval or disapproval of the extension request.

- Students need to be mindful of their responsibility to be prepared for their lesson. This includes completing the Preflight Worksheet prior to the start of the lesson. This can be done up to an hour before the lesson. If a student cannot complete the worksheet prior to the lesson for valid reasons, this should be discussed with the instructor.

- During winter weather, lessons are not to be canceled unless the student is ready for a check ride/end of course check. If a lesson is canceled due to weather, the following lesson is to be scheduled with Phillip Glendrange or Matthew Toelke for the appropriate Stage Check/End Of Corse to be conducted. If at this check, the student is found to be deficient in his or her knowledge or skills, appropriate actions will be taken and noted in the flight instructor files.

- We must always operate with the highest safety standards. That being said, if possible, fly as much during the winter months as weather permits. Winter weather can provide a valuable training experience that must be taken advantage of. On the other side, if the weather is not appropriately respected, results can be devastating.
WWU 10.8 – DRUGS AND ALCOHOL

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

❖ At no time will alcohol be consumed or transported while onboard university aircraft or while on university grounds. This includes the flight center complex. Pilots are also expected to adhere to 14 CFR, Part 91.17(b) and not transport intoxicated passengers.

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

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

WWU 10.9 – DRESS CODE

❖ Flight students are expected to dress in a professional manner for all flight-training appointments. This entails:

• Clean clothes and body. Training takes place in a small closed environment. Please practice regular hygiene and be considerate when using strong scents.

• Non-offensive clothing that is conservative and acceptable in a professional environment should be worn.
Closed-toe shoes are required at all times while operating WWU aircraft.

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

**WWU 10.10 – MEDICAL REQUIREMENTS**

- New flight students should make an appointment to obtain a student pilot certificate and FAA medical certificate. This is a combined document and must be obtained before flight training is commenced. The minimum class of medical required is a third class unless the student is using VA benefits to pay for flying. Students must obtain at least a second-class certificate to be eligible to receive VA benefits. It is recommended that students obtain the highest class of medical coverage that they intend to use in the future.

- Only certain doctors who are aviation medical examiners (AME) are authorized to give FAA medical exams. Refer to the Spokane FSDO brochure located on the WWU Aviation Website ([fly.wallawalla.edu/resources](http://fly.wallawalla.edu/resources)) or talk to aviation faculty for more information.

- AVIA 124, Survey of Aviation, involves scheduling a medical as part of the grade for that class. If a student is not enrolled in this class before they start training, they will need to make this medical exam appointment immediately. Students without medicals will not be placed on the flight schedule. Aviation Faculty will handle special circumstances on a case-by-case basis. Students judged to be medically ineligible should consult the aviation faculty of the Aviation Program.

**WWU 10.11 – GENERAL CLASS REQUIREMENTS**

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

- **Homework or briefings are assigned for most flight classes. Completion of the homework assignments is a portion of the class grade.** Homework assignments are listed in the class syllabus, found on the Walla Walla University Aviation website (fly.wallawalla.edu/resources), as well as on D2L (class.wallawalla.edu). Homework assignment submissions will only be accepted for grading through the dropbox feature of D2L and should be in a .doc or .docx format. See an instructor for any questions regarding this process.

- **It is the flight instructors responsibility to ensure students are completing the appropriate homework assignments.** Instructors should be checking up on the students homework no less than 1 time per week.

- **Note to students/Instructors.** Instructors must be certain that students are completing their homework through quizzing and other methods throughout the lesson as per WWU 11.2. If a student is found to be in an unprepared state for the lesson and it is obvious they have not thoroughly studied the required homework, they shall be sent home while still being billed for the 2 hour lesson slot.

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

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

- Prior to beginning flight training towards a pilot certificate, all U.S. citizens must provide proof of citizenship (birth certificate, unexpired U.S. passport, or naturalization papers). The program will make copies of this information and return the originals to you. Foreign nationals must undergo a security check administered by the Transportation Security Agency (TSA). Please meet with the Director of Aviation to begin this process.

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

- The Walla Walla University Aviation Program conducts training under 14 CFR, Part 61. All practical tests will be administered by an FAA designated pilot examiner (DPE) with an additional expense to the student. DPE practical test fees can be obtained by contacting the regional DPE. The average cost of the practical test is $550 per test.

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

- In the absence of mitigating circumstances, students will be issued a grade at the end of the quarter regardless of whether flying for the course is complete or not. A grade of zero will be
issued for any lessons not flown. If circumstances apply, a student can request an incomplete grade to be issued. This extends the class to the 7th week of the following quarter. See a flight director for details.

- Each student is required to have the appropriate syllabus and training course outline (TCO) for his or her course. A homework set accompanies the TCO, and students are expected to have the corresponding homework done prior to each flight. Syllabi can be downloaded from the WWU Aviation website (https://www.wallawalla.edu/academics/areas-of-study/aviation/resources/). Unless otherwise arranged, training course outlines should be purchased from the Walla Walla University bookstore prior to initiating flight training. All Walla Walla University AVIA courses utilize the D2L online class management system. This is accessed at class.wallawalla.edu.

**WWU 10.12 – FAA KNOWLEDGE TESTS**

- Following any ground course class, a computerized FAA knowledge test must be completed. Computerized knowledge tests may be taken at any authorized testing facility. The Aviation Program operates a CATS testing center located in the Canaday Technology Center (CTC) main office. A lab fee will be charged to your student account if enrolled in a ground course. If taking a computerized test while not enrolled in a ground course a fee will be charged by the test proctor at the time of the test. Any retest fees cannot be charged to student accounts. Please see the aviation faculty for more information or to schedule a test.

- The following aviation courses have designated FAA written knowledge tests that should be passed:

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

- It is the student's responsibility to ensure that these tests are taken and passed during their appropriate class. The instructor is not expected to delay flight training due to uncompleted written exams.

**WWU 10.13 – RECOMMENDATION FOR THE FAA PRACTICAL TEST**

- In addition to completing all of the coursework satisfactorily, the student must demonstrate to their instructor they possess the knowledge and flight skill required to pass the practical test. Students who do not earn this endorsement may receive a grade at the end of the course excluding the practical test grade item, but will not be eligible for a practical test. Special circumstances should be discussed with aviation faculty.

**WWU 10.14 – EXAMINATION FEES**

- Any person who will be taking a practical test for a certificate or rating will be required to pay the examiner a fee. This fee is between the examiner and the student. The department is in no way responsible for this fee.

- Funds for aviation practical tests can be withdrawn from student accounts. This should be coordinated with the student finances office on the third floor of the Canaday Technology Center (CTC). Please do this 3-5 days prior to any practical test.

**WWU 10.15 – AIRCRAFT CHECK OUT PROCEDURES**

- The following must be completed prior to rental of any aircraft type from Walla Walla University:
  - Pilot Information Form
  - Proper TSA documentation
  - Financial clearance
  - A minimum two-hour checkout, consisting of one-hour on the ground and one-hour of flight with a WWU flight
instructor. The applicable aircraft checkout form will be completed and kept on file with the student’s records.

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

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

- In order to conduct non-dual flights in the Beechcraft Duchess, the minimum following is required:
  - 300 hours total PIC time
  - 50 hours total PIC time in complex aircraft
  - 25 hours total in multi-engine aircraft (or approval from a director)
  - 10 hours PIC in make and model multi-engine aircraft, a multi-engine instructor rating, or approval from a director
  - A checkout from an aviation faculty or senior flight instructor

**WWU 10.16 – CHANGING INSTRUCTORS**

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

**WWU 10.17 – STUDENT GRIEVANCES**

- If a student has a problem that cannot be resolved with their instructor they are highly encouraged to follow the department "chain-of-command" to seek a resolution. All of the departmental offices follow an "open door” policy for this purpose. The Aviation Faculty and Technology Department Chair, in that order, are willing and available to help resolve any problems. The department would like the opportunity to resolve problems before they are elevated to a higher authority, although that avenue is always available.

**WWU 10.18 – CFI EVALUATION**

- Each quarter students are encouraged to submit CFI evaluation forms, available via [https://www.wallawalla.edu/academics/areas-of-study/aviation/resources/](https://www.wallawalla.edu/academics/areas-of-study/aviation/resources/)
- This form is submitted anonymously and processed by the Technology Office before being sent to the Director of Aviation.
- CFI evaluation forms are an excellent resource for the Director of Aviation to assist instructors as they train as well as identify strengths and weaknesses.

**WWU 10.19 – PROGRAM COMPLAINTS AND COMMENTS**

- Students and employees of the Aviation Program are encouraged to submit complaints and comments via anonymous form found at the fly.wallawalla.edu/resources page. These complaints and comments are sent to the Technology Office and processed before being sent to the Operations Manager and Director of Aviation.
Bringing attention to problems, or “whistleblowing”, is protected by law. Retaliation in any form from “whistleblowing” is illegal.

The Aviation Faculty, Maintenance Manager, and Chair of Technology follow an “open door” policy for complaints and comments.

WWU 10.20 – FOREFLIGHT AND ELECTRONIC FLIGHT BAGS

- Walla Walla University mandates the use of Foreflight. (EFB’s) Electronic flight bags provide an easy and inexpensive way to have onboard flight charts and maps. It is always encouraged that paper backup charts be available should the EFB battery or system failure.

- Students shall have their iPad on their lap and foreflight open to the appropriate charts at all times. It is a critical to situational awareness that must not be disregarded.

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

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

- Walla Walla University Aviation maintains an account with Foreflight Manage as part of the Foreflight for Education program. This enables students, staff, and faculty of Walla Walla University’s Aviation Program to receive a 30% reduction in the costs of Foreflight subscriptions. This includes Foreflight Pro, Foreflight Canada, and Foreflight Synthetic Vision.

- To enroll in the Walla Walla University’s Foreflight for Education program, e-mail Matthew Toelke.
PART 11 – INSTRUCTOR/STUDENT WORK POLICIES RESPONSIBILITIES

WWU 11.1 – INTRODUCTION

- This document outlines the responsibilities and duties of Walla Walla University Flight Instructors, lineman, and desk workers. Please realize that these are guidelines that should guide you but not limit you in your tasks and duties at WWU.

WWU 11.2 – CFI JOB DESCRIPTION/RESPONSIBILITIES

- Provide flight or ground instruction as assigned by the flight directors, in accordance with the flight curriculum.
- Comply with the Walla Walla University procedures & regulations for flight students and this agreement.
- Oversee student pilot solo and cross-country flights as needed. (Flight instructors only)
- Maintain student’s record folder and training course outline after each lesson.
- Attend CFI meetings as called by the Chief Flight Director.
- Work with the Aviation Faculty in providing a professional Christian environment for students.
- The Federal Aviation Administration has emphasized the use of Scenario Based Training (SBT) in General Aviation flight instruction. As flight instructors, we should weave scenarios into most ground and flight lessons by telling stories, providing scenarios both on the ground and in flight, and by assigning homework such as NTSB reports and other stories for the student to read.
Each CFI is responsible for guiding their students through the completion of required course content and grading thereof. The front desk workers, when appropriate, may grade specific material to lighten the CFI’s grading load. All homework and class content is to be completed and turned in to D2L. The instructor should ensure the student is staying on track and on schedule. When all class content has been turned in by the student and the CFI has graded all the material and a final grade has been entered on D2L, the CFI should e-mail the final grade in a percentage format (ie 80%) to matthew.toelke@wallawalla.edu. Students are not to e-mail any of their course content to Matthew Toelke or Philip Glendrange at any point. If a student feels all course content is complete and they would like a grade, the student is to e-mail their appropriate instructor.

If your flight terminates after normal business hours, lock the aircraft on the ramp and place the keys and binder on the dispatch desk.

Dress and personal hygiene should exhibit professionalism. University polo shirts or white pilot shirts with epaulets, black, grey, or tan pants are acceptable. Jeans, open toe shoes, and hats are not to be worn. Shorts are acceptable during the warm months. Please keep your hair professional in appearance and keep facial hair well groomed. An instructor may be sent home by aviation faculty for inappropriate dress.
It is very important to deal with a struggling student/plateau properly. Struggle and plateau are normal to a certain extent. If either a student or instructor feels that a student is struggling there are many steps that can be taken, but the first step is to notify Philip Glendrange and Matthew Toelke via e-mail. There are many helpful tools that can be utilized, including a changeup, different instructor, sim time, ride along, or a fun flight. Understand that Philip's and my doors are always open, so to speak, and we want to help guide all students to success with the least amount of frustration possible.

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

Students are to be ready for each lesson. This means that you as the CFI are responsible for making sure that the student is aware of what they should be studying. When a lesson is conducted, a certain amount of quizzing should be performed to ascertain whether or not the student studied the required content. If the student comes to class ill-prepared and has obviously not studied the required content, the student is to be charged a full 2 hours for the lesson and should be sent home. Before meeting again with their instructor, such students will be required to schedule a meeting with Philip Glendrange or Matthew Toelke. Under no circumstances should the CFI continue a lesson with an ill-prepared student.

A flight instructor must notify Matthew Toelke and Philip Glendrange when a student has taken one flight or ground lesson more than twice. A flight instructor shall also notify Philip and Matthew when a student will obviously exceed the TCO hour/cost requirements for each class.
WWU 11.3 – QUALIFICATIONS

🛡️ Flight/Ground instructor candidates must:

- Have an FAA Flight/Ground Instructor Certificate (CFII/MEI preferred).
- At a minimum, hold a Third Class Medical Certificate (only applies to flight instructors)
- Be current as per FAA regulations.
- Behave professionally and be a good example to students.
- Have a positive attitude and reflect positively on WWU and the Aviation Program.
- Have a willingness to be flexible with students and aviation faculty.
- Be attentive to detail.

WWU 11.4– STUDENT WORKER POLICIES/GENERAL

- Students hired to work for the Walla Walla University Flight Center are expected to do their job to the best of their ability. Any job-related tasks are to be completed before the student performs any personal tasks such as studying/homework. Students will have quarterly evaluations, and good or poor evaluations will be kept in their personal WWU work file. Be aware that poor evaluations could follow you in your future.

- It is your duty as an employee to report to your supervisor if you are not going to be able to make it to your scheduled work duty period for any reason. Excessive absentees or tardiness will not be tolerated.
Examples of Poor Work Behavior

Lineman
When Linemen are on duty, no instructor should walk out to an aircraft and find it needing fuel, the window cleaned, or oil and bugs wiped off the aircraft, and then look and see the lineman sitting in a chair in the hangar.

Desk Workers
I should never get a notification from Stan Holm that the aircraft maintenance status sheet has not been kept up to date for weeks, and we have all seen desk workers sitting at the desk doing homework or surfing the internet. The primary office overseer should never come to me and tell me that most of the work performed by the desk workers in the last several days have been very sloppy and will take hours to sort out all the mistakes made.

CFI’s
When I am performing phase checks with your students I should not find gaping holes in your student's knowledge. I should never find a student who does not know basic V-speeds, emergency procedures, systems, and so on. If the student is not ready to pass the phase check, do not send them to Matthew Toelke or Philip Glendrange.

WWU 11.5 – DESCRIPTION OF RESPONSIBILITIES, WWU LINEMAN WORKER

- The primary responsibilities of the WWU Lineman workers are the following.
- Fuel aircraft between flights
- Clean the aircraft
- Move aircraft in and out of the hangar
- Keep an accurate accounting of fuel and oil usage
- General hangar housekeeping
- Assist in other tasks as directed

**WWU 11.6 – DESCRIPTION OF RESPONSIBILITIES, WWU DESK WORKER**

**Duties:**
1. Dispatch Aircraft (Check-out/Check-In)
2. Create invoice’s for completed flights
3. Record Squawks in Scheduling Software
4. Scan and organize all student documents
5. Keep student documents up to date on Scheduling software
6. Keep lobby and desk area organized.
7. Answer phone calls and record messages.
8. Update GPS Database for all Aircraft.
9. Grading student coursework.

**Under Operations Manager Supervision:**
1. Create Weekly Reports
2. Create Monthly Reports
3. Create VA Reports
4. Create Subsidy Reports
5. File flight records
6. Organize Credit card statements with receipts.

**WWU 11.7 – DESCRIPTION OF RESPONSIBILITIES, WWU STUDENT**

- Students are aware that they are being charged for flight and ground instruction, aircraft rental, and medical insurance.
- The Student is to receive a flight medical.
- The student is to purchase the required books and materials.
The student should be aware of the WWU Procedures & Regulations, including the cancellation policy.

- Receives the appropriate course syllabus and training course outline.

- Each student is responsible to make sure they know the class syllabus and class requirements for each class.

- Incompletes will not be assigned to students who have not given the appropriate level of effort in completing course content. This includes, but is not limited to, missing and canceling flight lessons for personal reasons or simply poor planning on the student's part. CFIs must ensure that the student is aware of their lack of progress, cc’ing Matthew Toelke, and Philip Glendrange. Students should not sign up for new flight classes at the end of a quarter. Students may, for a short period, work on classes they have not yet enrolled for. At the end of the quarter, if an instructor e-mails a grade to Matthew Toelke that is a non-passing grade due to insufficient student effort, the rationale should be added to the e-mail. If the student did all they could and for one reason or another still did not have sufficient time to complete the required content, an incomplete will be issued to them.

- Headsets are an important piece of flight equipment. Improperly fitting, worn out, cheap, and inadequate headsets are a safety hazard and should not be worn. They can easily lead to extra unnecessary fatigue, missed calls, and are a safety hazard. I highly recommend purchasing a set of noise canceling Lightspeed, or Bose headsets. If money is a serious issue, purchase David Clark 20-10 or better headsets. We do provide a few sets of loaner headsets, which should primarily be used for flights where passengers will be on board. These headsets are not to be used by flight students for more than one-quarter period of time.
WWU 11.8 – DESCRIPTION OF RESPONSIBILITIES, COMMUNITY RENTERS

- A Pilot Information Sheet must be filled out and kept on file. A copy of their pilot and medical certificates should be made and retained in the TSA files.
- Community renters must receive a copy of the WWU SOP’s and be made aware of critical policies.
- Inform the renter that liability insurance is built into the rental of the airplane but that medical insurance is not.
- Inform the renter how we schedule flight lessons and our policy for flights departing Friday nights and weekends.
- Advise the student of our payment policy.
  - All community renters are required to have an automatic payment plan on file or must maintain a $350 balance on their flight account. They need to adhere to one of the following payment plans:
    - Pre-pay and fly using money in their flight account
    - Pay as they fly with Automatic Payment agreement on file
    - Refer to the Fees section of this document for more information
  - NO ONE IS ALLOWED TO CONTINUALLY FLY ON CREDIT

WWU 11.9 – STAGE CHECKS AND END-OF-COURSE CHECKS

- Be sure the student is ready for stage checks and End-of-Course checks. The following checks are required at WWU:
  - AVIA142 – Prior to solo
  - AVIA143 – Prior to solo cross country
  - AVIA143 – Prior to scheduling checkride
  - AVIA262 – Prior to starting approaches
  - AVIA263 – Prior to scheduling checkride
  - AVIA335 – Completion of complex checkout
  - AVIA336 – Prior to scheduling checkride
• AVIA337 – Completion of the high-performance checkout
• AVIA356 – Completion of Stage I
• AVIA358 – Prior to scheduling checkride
• AVIA458 – Prior to scheduling checkride
• AVIA460 – Prior to scheduling checkride

➢ The private, instrument and commercial checkrides should not be scheduled prior to the completion of the End-of-Course Check.

➢ It is the duty of the flight instructor to arrange a stage check or end of course check with aviation faculty. Flight instructors and students may choose look over both Phil and Matthew’s schedules and see if there are times that work for the student. Please e-mail both Philip Glendrange and Matthew Toelke with your intentions/request before placing the student on the schedule.

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

• Making sure the student has required items for the stage check (plotter, flight computer, hood, approach plates, etc.).
• Make sure the student’s TCO is completed.
• Make sure the person administering the stage check or end-of-course check has signed the student’s TCO at the completion of the check. No signature means the student may not have passed the check.
• If a student would not pass a checkride, do not send them for an end of course check.
  o The only exception to this rule will be minor items that have been thoroughly discussed with the individual giving the EOC prior to the check.

➢ When arranging for a cross-country stage check, be sure the student has planned the assigned flight ahead of time. There will not be enough time during the stage check to wait for the student to plan a flight.
WWU 11.10 – PRE-SOLO RESPONSIBILITIES

- Review curriculum areas and be sure both flight and ground training as well as all required exams have been completed (FAR 61.87).
- Students must take the applicable stage written exam before the stage check. Indicate results and then insert into the student's folder.
- The flight instructor will complete the WWU Student Pilot Solo Checklist prior to endorsing the student for solo flight. This will remain on file in the student’s records.
- Make the appropriate endorsements in the student’s logbook and student pilot certificate.
- The first two solo flights should be in the traffic pattern. Please inform the control tower of the student’s first solo.

WWU 11.11 – CROSS COUNTRY RESPONSIBILITIES

- Flight instructors are expected to check each student pilot’s cross-country planning. Help received from a CFI in these matters (not limited to helping student pilots) is charged on ground instruction sheets and submitted to dispatch for processing.
- Before dispatching a student, the flight instructor will:
  - Check the student’s flight planning.
  - Verify that a True Course has not been confused with a Magnetic Course.
  - Check that wind correction was applied in the proper direction.
  - Verify airport data has been secured for all points.
  - Check the weather to ensure reported and forecasted weather will meet the guidelines specified in the WWU
Regulations and Procedures.

- Verify the student has appropriate Sectional Charts and Airport Facility Directory.
- Remind the student to place fuel receipts in the pouch with the credit cards, if applicable
- Verify the student has been properly endorsed (both logbook and student pilot certificate).

**WWU 11.12 – TRAINING COURSE OUTLINES**

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

**WWU 11.13 – DISPATCHING FLIGHTS**

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

- If dispatch is closed:
  - Dispatch each flight through Flight Schedule Pro (follow the employee handbook or ask for assistance if unfamiliar with this program).
  - Check-in the flight in Flight Schedule Pro (follow the instruction book or ask for assistance if unfamiliar with this program).

**WWU 11.14 – RECORD KEEPING AND SCHEDULING**

- Flight maneuvers and instruction is given during a lesson must be logged in the student's TCO or record folder as appropriate.
Flight instructors cannot give instruction to two students at the same time. Aviation faculty is exempt from this requirement.

Cancellations and absences must be entered on the online flight schedule with the excuse given or the phrase "no excuse." A lesson cancellation form must also be filled out and submitted to the aviation faculty for each canceled lesson.

**WWU 11.15 – SAFETY AND SECURITY**

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

- When parking the aircraft, ensure that the control lock is installed and the aircraft tied down. The exception to this is if line service has agreed to assume responsibility for the aircraft or put it away.

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

**WWU 11.16 – LOCKUP FOR THE WWU HANGAR/OFFICE**

- Put aircraft in the hangar. Make sure you have been checked with Stan Holm on proper hangar procedures. If you have not been checked out, then you are not authorized to move an aircraft to or from the hangar. The Electro tug is also a very technical piece of equipment that shall not be used unless you have been authorized to do so.

- Close hangar doors – the rolling hangar doors are often left open at night if flights are out. If you are the last flight returning, roll them shut once your aircraft is parked in the hangar.

- Turn off hangar lights - the lights in the hangar are 1000 watts. Please do not leave the hangar lights on overnight. One set of security lights remain on at all times and are clearly marked at the light panel.
Lock front office door and both back doors. Please pull on the doors to make sure they are latched.

**NOTE:** The last employee to leave the office (day or night) is responsible for its security. Negligence may result in the forfeiture of keys to the office and hangar or possible termination. Should your employment end your keys must be returned to the WWU Keyshop immediately. Failure to return keys will result in a $400 fee.

**WWU 11.17 – WAGES**

- Students are charged for your services any time you are providing flight or ground instruction. The instructor does not have the option of foregoing the charges for flight or ground instruction.
- Flight instructor pay will start at $15.50 per hour (flight/ground).
- Pay will be reviewed quarterly.
- Pay increases are not automatic but depend on performance, the number of hours in service as a CFI at WWU, instructor ratings, attitude, and student evaluations.

**WWU 11.18 – BENEFITS**

- Each quarter of employment each flight instructor is entitled to a minimum of one hour of recurrent flight training in each aircraft they teach in. It is encouraged that this time is used with the aviation faculty or senior flight instructor. Should a flight instructor require more flight time to become proficient and comfortable in a particular aircraft they are regularly teaching in, that request can be made to the Director of Aviation.
- Each flight instructor is permitted to regain the minimum night currency in the category and class of aircraft they teach in if required. Should more time or landings be needed to regain proficiency, this request should be made to the Director of
Each instructor must remain proficient. It is imperative to do so in order to give the proper instruction necessary. This is accomplished in two ways. One, make sure to do proficiency flights on your own each quarter. If you feel you need more than one flight per quarter, just bring it to the attention of Matthew Toelke. Two, make sure to do a little demonstrative flying on most every flight lesson that is given.

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

**WWU 11.19 – INSTRUCTOR RENTAL RATE**

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

- **Cessna C172**: 115/Hr
- **Piper Arrow**: 145/Hr

The instructor rate is limited to 5 hours per quarter unless otherwise requested and does not accumulate if not used up.

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

Flight instructor flights cannot interfere with student lessons and are available for weekends only after all student requests have been processed.

Instructors having worked for WWU for over a year may obtain the employee rate for receiving instruction. Employees having worked less than a year may only use the employee rate for personal flights but not for the use of receiving instruction.
WWU 11.20 – INSTRUCTOR LIMITATIONS

- Any flight instructor who gives flight instruction to a WWU student will do so in a WWU operated aircraft.
- Instructions given by a WWU instructor using college facilities or equipment must be charged through our office.
- The WWU flight center is not open for instruction or practice during Sabbath hours. Friday operations end at least one hour before sundown, giving time to get everything secured before sundown.

WWU 11.21 – EMPLOYMENT DURATION

- Instructor employment is reviewed quarterly.
- Although instructors are expected to teach the entire quarter, employment is “at will”. Employment is not guaranteed and may be terminated by either party at any time for any reason.

WWU 11.22 – NEW CFI INDOCTRINATION

- During the indoctrination process a new CFI will receive training on:
  - WWU SOPs & Forms
  - TCOs
  - Academic Flight Classes and how they work
  - Be provided with proper login information for WWU Flight Schedule & Timecard
  - Be given proper training on the operations of the FRASCA
- The CFI will perform a proficiency checkout in the appropriate aircraft during the first quarter of teaching.
- The CFI will then perform two proficiency checkouts in the appropriate aircraft during the second quarter of teaching.
A CFI Indoctrination Form will be completed by the training instructor and retained in the CFI’s employee record.

**WWU 11.23 – MINIMUM QUALIFICATIONS**

In order to teach a flight course for Walla Walla University, a flight instructor must meet the minimum qualifications as prescribed in Table 11.20-1.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Minimum Qualifications</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 142</td>
<td>CFI</td>
<td>Private Pilot Flight Training</td>
</tr>
<tr>
<td>AVIA 143</td>
<td>CFI</td>
<td>Advanced Private Flight Training</td>
</tr>
<tr>
<td>AVIA 262</td>
<td>CFII</td>
<td>Instrument Flight Training</td>
</tr>
<tr>
<td>AVIA 263</td>
<td>CFII</td>
<td>Advanced Instrument Flight Training</td>
</tr>
<tr>
<td>AVIA 264</td>
<td>-</td>
<td>Cross Country Flight</td>
</tr>
<tr>
<td>AVIA 265</td>
<td>-</td>
<td>Advanced Cross-Country Flight</td>
</tr>
<tr>
<td>AVIA 280</td>
<td>-</td>
<td>Practicum</td>
</tr>
<tr>
<td>AVIA 335</td>
<td>CFI</td>
<td>Commercial Flight Training</td>
</tr>
<tr>
<td>AVIA 336</td>
<td>CFI</td>
<td>Advanced Commercial Flight Training</td>
</tr>
<tr>
<td>AVIA 337</td>
<td>CFI, Director Approval Only</td>
<td>Mission/Humanitarian Flight Training</td>
</tr>
<tr>
<td>AVIA 340</td>
<td>MEI</td>
<td>Multi-Engine Flight Training</td>
</tr>
<tr>
<td>AVIA 356</td>
<td>CFI &amp; as per 14 CFR, 61.195 (h)(2)</td>
<td>Instructor Flight Training I</td>
</tr>
<tr>
<td>AVIA 358</td>
<td>CFI &amp; as per 14 CFR, 61.195 (h)(2)</td>
<td>Instructor Flight Training II</td>
</tr>
<tr>
<td>AVIA 458</td>
<td>CFII</td>
<td>Instrument Instructor Flight Training</td>
</tr>
<tr>
<td>AVIA 460</td>
<td>MEI</td>
<td>Multi-Engine Instructor Flight Training</td>
</tr>
<tr>
<td>AVIA 480</td>
<td>-</td>
<td>Advanced Practicum</td>
</tr>
</tbody>
</table>

Table 11.20-1

**WWU 12.3 – OTHER INTERNATIONAL FLIGHTS**

Walla Walla University does not permit flights outside the United States. Any request to fly outside of these areas require special permission and procedure.
PART 13 – AVIATION CHAIN OF COMMAND

**WWU 13.1 – APPLICABILITY**

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

**WWU 13.2 – SUPERVISOR AUTHORITY**

- The Director of Aviation Matthew Toelke is the supervisor for the Flight Instructors. In his/her absence the Operations Manager will be the acting supervisor. In the event that the Director of Aviation and Operations Manager are both absent the Assistant Chief Flight Instructor (if designated) will be the acting supervisor. If one has not been designated the Chair of Technology will be the acting supervisor.

- The Director of Aviation is the supervisor for the linemen. In his/her absence the Operations Manager will be the acting supervisor. In the event that the Director of Aviation and Operations Manager are both absent, the Maintenance Manager will be the acting supervisor.

- The Operations Manager is the supervisor for the dispatchers and office manager. In his/her absence the Director of Aviation
will be the acting supervisor. In the event that the Operations Manager and Director of Aviation are both absent, the Office Manager will be the acting supervisor for the dispatchers.

- The Maintenance Manager is the supervisor for the maintenance assistants. In his/her absence the Director of Aviation will be the acting supervisor. In the event that the operations Maintenance Manager and Director of Aviation are both absent, the Operations Manager will be the acting supervisor.

**WWU 13.3 – GENERAL POLICY**

- Issues of contract, risk and safety training, TSA training, and workplace accident/incidents will be managed by the Director of Aviation. The Operations Manager will manage Recordkeeping.

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

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

- Spreading rumors or slander about Aviation Program leaders, coworkers, or any University faculty or staff is ground for termination.

- Reference WWU 10.17 for the general complaints, comments, and whistleblowing policy.
PART 14 – AVIATION ADVISING AND CLASSES

WWU 14.1 – APPLICABILITY

- All aviation students must comply with applicable advising requirements and class prerequisites as listed in this part.

WWU 14.2 – ADVISING MEETINGS

- Academic advising will take place prior to the signup date for the applicable year of university.
- Graduating seniors, seniors, and juniors will plan to meet with the advisor within the first 3 weeks of the quarter in preparation for class enrollment.
- Sophomores will plan to meet with the advisor by the end of week 5 of the quarter in preparation for class enrollment.
- Freshmen will meet with the advisor prior to the commencement of autumn quarter classes in order to receive advisor clearance. After this, they will plan to meet with the advisor by the end of week 6 in preparation for class enrollment.

WWU 14.3 – SENIOR OUTLINES

- Senior outlines are required 2 quarters prior to expected graduation. When possible all academic courses required to graduate will be enrolled prior to commencing the senior outline process.
- The senior outline process is:
  - Enrollment in all final academic courses
  - Request for Senior Outline from Academic Records
  - Review by Aviation Academic Advisor
  - Signature from Chair of Technology
  - Submission to Academic Records
It is often not possible to fully enroll in all flight classes due to prerequisite requirements. Therefore flight classes will be penciled in by the aviation advisor and updated as necessary with the Change of Senior Outline form.

**WWU 14.4 – CLASS PREREQUISITES**

- All aviation flight courses require an add slip and signatures from the instructor (Matthew Toelke or Philip Glendrange) and signature from the aviation advisor (Philip Glendrange, Matthew Toelke if needed).
- A student may not enroll in more than six (6) credits of flight classes in one quarter, including incomplete courses from previous quarters.
- At no time will a student be permitted to enroll in any aviation flight courses without meeting the prescribed prerequisites.
- The aviation flight class prerequisites are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>AVIA 142, Private Pilot Flight Training</td>
<td>Aviation Medical, Pilot Certificate, appropriate TSA approval</td>
</tr>
<tr>
<td>AVIA 143, Adv Private Pilot Flight Training</td>
<td></td>
</tr>
<tr>
<td>AVIA 144</td>
<td></td>
</tr>
<tr>
<td>AVIA 262, Instrument Pilot Flight Training</td>
<td>Completion of Private Pilot - Airplane SEL Certificate</td>
</tr>
<tr>
<td>AVIA 263, Adv Instrument Pilot Flight Training</td>
<td>Completion of TCO Lesson 12 and AVIA 262</td>
</tr>
<tr>
<td></td>
<td>Completion of Instrument - Airplane Knowledge Test or taken concurrently with AVIA 261, Instrument Pilot Lectures</td>
</tr>
<tr>
<td>AVIA 264, Cross Country Flight</td>
<td>Completion of Private Pilot - Airplane SEL Certificate</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>AVIA 280, Practicum - Flight</td>
<td></td>
</tr>
<tr>
<td>AVIA 335, Commercial Pilot Flight Training</td>
<td></td>
</tr>
<tr>
<td>AVIA 336, Adv Commercial Pilot Flight Training</td>
<td></td>
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<tr>
<td>AVIA 337, Mission/Humanitarian Flight Training</td>
<td></td>
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<td>AVIA 460, Multi-Engine Instructor Flight Training</td>
<td></td>
</tr>
<tr>
<td>AVIA 480, Adv Practicum - Flight</td>
<td></td>
</tr>
</tbody>
</table>
WWU 14.5 – AVIATION INCOMPLETES

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

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

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

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

WWU 14.6 – AVIATION HOMEWORK AND BRIEFINGS

- Each academic course has required homework and briefings. These must be submitted to D2L by the Sunday before dead week (Sunday before week 9) at 11:59 PM. This is required regardless of a request for incomplete.

- Homework will be accepted within 2 days of the due date (Tuesday of week 9 at 11:59 PM). This will be subject to a 50% loss in grade.

- Homework submitted after the 2 day grace period will not be accepted or graded without an approved extension.
WWU 14.7 – AVIATION PRACTICUM AND CROSS COUNTRY CLASSWORK

- For AVIA 264, Cross-Country Flight and AVIA 265, Advanced Cross Country Flight, navigation logs, weather briefings, and flight logs are required for grading. For AVIA 280, Practicum-Flight, and AVIA 480, Advanced Practicum - Flight, a flight log, and journal are required for grading. The deadline for these is the Friday before finals at 4:00 PM. Any flying that occurs after this date towards the class can be submitted in a revision by Tuesday of Finals Week at 10:00 AM. Any submissions after this time will not be accepted.

- For AVIA 280, Practicum-Work, and AVIA 480, Advanced Practicum - Work, all applicable hours log and journal must be submitted by Friday before finals at 4:00 PM. Any submissions after this time will not be accepted.

WWU 14.8 – AVIATION PRACTICUM, DEFINITION

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

- AVIA 280 Practicum-Flight can be completed in any aircraft and requires 20 hours of flight. AVIA 280 Practicum-Work is maintenance assistant work in cooperation with the Maintenance Manager, as approved by the Operations Manager.

- AVIA 480 Practicum-Flight must be completed in the Piper Arrow, or Beech Duchess, and requires 20 hours of flight. AVIA 480 Practicum-Work is flight instruction work in cooperation with the Director of Aviation, as approved by the Operations Manager.
WWU 14.9 -- PILOT CURRENCY
No pilot will act as PIC in a WWU aircraft unless that pilot has successfully completed training and a competency check administered by a WWU check airman as follows:

- For VFR flights – Within the preceding 12 calendar months completed a competency check consisting of at least 1 hour flight time and 1 hour of ground training.

- For IFR flights – Within the preceding 180 days completed an instrument competency check in an airplane or AATD meeting or exceeding the requirements of FAR §61.57(c).

WWU 15.0 -- HANGAR/FACILITY POLICY
Due to liability concerns, Walla Walla University’s hangar, including ramp space in front of and in the near vicinity of the hangar, will only be used for the maintenance and facilitation of WWU’s aircraft. No other maintenance will be performed on outside aircraft or vehicles within WWU facilities. Performing maintenance on any non-WWU owned aircraft or vehicle within stated boundaries will result in the employee being terminated and could result in a student being expelled from the university. Any questions about this policy may be directed to Matthew Toelke Director of Aviation and Shirlee Kehney Director of Risk and Safety.

AIRCRAFT MAINTENANCE/FLIGHT SCHEDULE PRO/WORKING TOGETHER PROCEDURES
The following procedures apply to WWU maintenance personnel and facilitators which include the following: any aircraft
mechanics performing maintenance for WWU, or any line personnel involved or helping with flight schedule changes.

It is imperative to the success of WWU’s students, flight instructors, and staff that certain procedures be followed concerning aircraft discrepancies. When dealing with aircraft discrepancies the following procedures must be used.

**Discrepancies Rendering an Aircraft Un-airworthy.**

1. Anytime a certified mechanic finds an aircraft to be in an un-airworthy condition it is imperative that the aircraft is taken down for maintenance on Flight Schedule Pro as soon as possible. The following guidelines must be used.

   a. Move students scheduled lessons to another appropriate aircraft. For example, if the student’s lesson was scheduled in a Cessna 172, then another available 172 would be an appropriate aircraft. Similarly, if the student is scheduled in a Piper Arrow, another Piper Arrow would be an appropriate aircraft. If there is not another appropriate aircraft available for the time slot, the scheduled flight lesson shall be edited and changed to a ground lesson. It is imperative that all scheduled lessons be dealt with in this manner. If the aircraft’s timeslot is simply changed to maintenance before following above procedures, all the associated lessons are canceled permanently from Flight Schedule Pro. This results in loss of scheduled lessons, delay in student progress, loss of billable hours for CFIs, and an overall loss of revenue for WWU.
b. If at any point the mechanic or employee does not understand how to appropriately change the flight schedule they should first contact the front desk for assistance. If no one is available at the front desk, or further assistance is needed please contact Philip Glendrange or Matthew Toelke for immediate assistance.

**Discrepancies Not Rendering an Aircraft Un-airworthy.**
Maintenance discrepancies which are found to be non-airworthiness items in nature (not requiring the immediate removal from the flight schedule) shall be corrected using the following procedures. It is imperative to take care of these discrepancies as soon and as often as practical. When able, move student to other available aircraft to facilitate the appropriate time slot to complete the maintenance. If there is not enough availability/time for said maintenance to be completed, the following shall be accomplished. Look over the schedule and determine the best time to pull the aircraft down for maintenance. Then, contact Matthew Toelke and Philip Glendrange via e-mail outlining in brief detail the maintenance to be performed and the associated estimated down time said maintenance will involve. **In this scenario, do not pull aircraft from service until at least Philip or Matthew have been consulted and respond with approval to the proposal.**