

UNITED FLYING CLUB

INITIAL CLUB / HANGAR ORIENTATION

(member name-print)

(mem#)

(member signature)

(date)

(reviewer name-print)

(reviewer signature)

(date)

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

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

I. AIRCRAFT SCHEDULING

_____ A. Reservations

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

_____ B. Cancellations

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

_____ C. 15 Minute Rule

1. A member not arriving for a reservation within 15 minutes of the scheduled time, loses rights to that aircraft and it may be rescheduled by another member.
2. A member exercising the 15 minute No-Show rule must make an effort to contact the scheduled member, extend the reservations as necessary in Schedulmaster, and note in the sign-out log remarks
3. The No-Show rule does not relieve a member from the responsibility of canceling a reservation when it is not going to be used.

II. SIGNING OUT AIRCRAFT

___ A. Sign-Out Log

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

___ B. Maintenance Irregularity Report (Squawk Sheet)

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

___ C. Aircraft Status Board

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

III. AIRCRAFT SERVICING

___ A. Fuel

1. If more than 1 hour tach time is used from the fuel tabs on 86C, or from top off on 26F, refuel after flight when the fueling service is available. We have an open account with Rabbit Aviation at our home base. Frequency 130.0
2. Each aircraft has credit cards for use when away from home base.
3. Members are encouraged to purchase fuel off-field when available at lower cost
4. If unable to use club credit cards, pay for fuel and send the receipt to the club treasurer for credit.

___ B. Oil

1. Oil is available from the fueling services if there is none in the cabinet
2. Each aircraft has 1 spare quart of oil on board, IF YOU USE IT REPLACE IT.
3. Do Not overfill the oil sumps.
4. Do Not over-tighten dip sticks. loosen dipstick after flight and leave the oil access hatch open

IV. GROUND OPERATIONS

___ A. Hangar Doors

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

_____ B. Hangared Aircraft

1. Take the towbar with the aircraft when departing.
2. Do not leave the towbar attached to the nosewheel when parked in the hangar.
3. Fueling needs to be done with wings completely outside the hangar.
4. Do not leave aircraft parked with the wings in the hangar door tracks - be sure they are COMPLETELY in or out to prevent adjacent door wingtip damage!

_____ C. Ground Maneuvering

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

_____ D. Tie Down

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

_____ E. Passengers

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

V. HANGAR ITEMS

_____ A. Lock combinations: Auto Gate _____ Pedestrian Gate _____ Hangar _____

_____ B. Light Switches

_____ C. Fire Extinguishers locations

_____ D. First Aid kit location

_____ E. Club Sign Out Desk: Check-Out Forms / Lost and Found / Extra Loaner Headsets/Accessory Power Unit

_____ F. Spare Keys location - If missing, contact previous pilot and note in remarks of the aircraft sign-out log

_____ G. Aircraft POH / Avionics Manuals - Do Not remove from hangar

_____ H. Computer/Copier location

_____ I. Restroom Locations

_____ J. Air compressor

VI. CHECK OUTS

_____ A. Instructors

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

_____ B. Check Outs / Updates

1. Check outs are required for each make and model Club aircraft. CFI determines specific requirements
2. Night, High Altitude, BFRs, and Right Seat are required club check-outs.
3. Members are required to provide the Flight Manager with copies of current medical certificate and pilot certificate as they update.

VII. GENERAL

_____ A. Vehicle Operations

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

_____ B. Aircraft upkeep

1. Don't place headsets/knee boards on the dash as it can scratch the plexiglass
2. Members are expected to straighten up the aircraft after each flight.
3. Don't slam aircraft doors, adjust seat before entering, treat aircraft gently
3. Seatbelts should be stowed, paper, cans, etc. removed.
4. Use only soft cloths on plexiglass and wipe in vertical motion using only approved window cleaner.
5. Use water and sponge to clean wing leading edges, cowl front, and spinner of aircraft after flight.
6. Aircraft Wash & Wax events are held regularly and members are encouraged/expected to participate.

_____ C. Aircraft Insurance

1. Ground accidents have a \$1000 insurance deductible
2. Members are responsible for insurance deductibles.
3. Members may choose to acquire personal liability insurance

_____ D. International Flights

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

_____ E. Payments

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