Fox Valley Technical College

Aeronautics-Pilot Training

Standard Operating Procedure (SOP) Manual

Note: This following declaration must be signed, dated, and submitted to the Director or his representative by all students, certified flight instructors (CFIs) and employees prior to flying in a FVTC aircraft. A copy of this declaration will be retained along with a personal copy of the FVTC Aeronautics-Pilot Training SOP Manual before any FVTC aircraft are flown.

Declaration: I am a student, CFI, or employee enrolled or working in the Aeronautics-Pilot Training Program at FVTC; in the interest of safety and professionalism, I have read the FVTC Aeronautics-Pilot Training SOP Manual, and have ascertained that I understand its contents. Additionally, I understand that safety comes first in relation to flight training and have read this manual and agree to abide by the policies, rules, and regulations defined herein. As required by FVTC standards and regulatory guidance, I understand that it is my responsibility to ensure the information in this manual is available to me prior to the start of a course and before flying any FVTC aircraft.

I understand this manual does not cover every aspect of the FVTC Aeronautics-Pilot Training Program. If I do not understand any part of this declaration, then it is my responsibility to clarify those areas with a full-time member of the FVTC staff. I understand that I must retain a copy of this manual for the duration of my flight training at FVTC, and that it is my responsibility to keep this manual up to date with the appropriate revisions making certain that I understand them. I accept that violating these rules/regulations may subject me to disciplinary action. I further understand that this declaration is similar to a contract and that it is my responsibility when signing such a declaration to understand its content, implications and intent, and that it does not guarantee employment or successful completion of any certificate or certification.

_____

Print Name

_____

Date

_____

Sign

SOP RECORD OF CHANGES

Revision Number	Date of Revision	Date Entered	Entered By
*All previous revisions are incorporated in this manual.			
New	1/11/2007	1/11/2007	FVTC
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INTRODUCTION

These policies have been prepared to help you realize the methods needed to achieve maximum utilization of flight experiences, to understand operation procedures important to safe training, and to gain awareness of flight training limitations. This manual is more than a guide. **Full compliance** is vitally important as you train to develop the good habit patterns necessary for a successful pilot career.

A current copy of this manual must be on your possession for each flight and adhered to in all operations. Standard Operating Procedures Manual violations will be documented and placed in your personal file. Each violation will be evaluated on an individual basis and could be the cause for probation, suspension or expulsion from the flight program.

Careful observation of the procedures outlined in this manual will make flight training the safest possible and provide an enjoyable, rewarding training experience. It is your responsibility as a pilot to thoroughly know the material in this manual.

Note:The pronouns he, him and his are used without specific reference to gender.

The persons in charge of the Aeronautics Flight Training Program are the Director of Flight and Ground Training referred to in this manual as the "Director." The Chief Flight Instructor will be assigned to oversee the flight training program needs when the Director is away on business or vacation for smooth and seamless operations.

1 GENERAL INFORMATION

1.1 YOUR INSTRUCTOR

Your instructor has been selected because of his ability to teach, his FAA certification and his skill as a pilot. He has our full support and confidence and will need your support and confidence to be effective in directing this learning experience. It is essential for you to follow his instructions exactly. You will find that he places great importance on exactness and precision. These high standards are for your benefit. Give him your full attention and your best effort.

A different instructor may be assigned to you for each flight course. This may be done for you to benefit from the complementary skills and techniques used by other competent teachers. However, if you should feel the need for a change, do not hesitate to make such a request to the Director.

Your instructor is also your counselor. Do not hesitate to go to him for guidance. It is critical that you have clear communication with your instructor. Do your best to ensure that nothing is hindering communication with your instructor first. If unable to solve a problem, tell your instructor you are taking your concern to the Director for resolution. We need your help to provide you with the best possible flight program.

1.2 MISCELLANEOUS FLIGHT COSTS

You should be aware of the miscellaneous costs that arise during the course of your training. The following are approximate costs:

- Flight medical $ 75 + Depends upon class of medical
- Charts and Approach Plates $ 5-10 each Expect to purchase at least two per year
- Check ride Retakes $ 75+ Varies depending on checkride bust items
- Headset $ 100 + Depends on brand and features
- Kneeboard $ 25 Helpful to reference and write in flight
- Flashlight $ 20 Required for night flying

1.3 DRESS POLICY

You are training to become a professional pilot, it is important that your appearance reflect a professional demeanor in the classroom and while flying. Your professional appearance and character is a reflection of you and our flight program. What is commonly known as "business casual" will be the dress standard for the students in the Pilot Training Program. Also, forecast conditions and temperatures require consideration as you dress for each flight. You should be dressed so that you can spend the night in the airplane or walk across difficult terrain in the event of an emergency.

Clean shirts or blouses, and pants or jeans are required for all flights. Nice shorts in warm weather are acceptable when the forecasted temperature will exceed 80F. The first garment level must meet the dress standard and there is to be no exposed underwear, tobacco or alcohol logos, or derogatory script on clothing items.

Men: shirts must have sleeves with no holes.
Women: modest neck line and no mid-drift or strap blouses.

Winter operations require attire that is necessary for health, safety, and survival. All occupants of an aircraft must be dressed appropriately for a Wisconsin winter. In any cold (or wet) weather, clothing should include a hat, gloves or mittens, and proper footwear. Flight approval, solo or dual, may be denied if the supervising instructor determines that the student's apparel is inappropriate or unsuitable for the expected conditions.

Choose your footwear carefully. Flip-flops and sandals are not allowed. However, shoes with thick soles should be avoided as they may hinder your ability to feel rudder pressure.

FAA Inspector or Examiner Check ride required dress:
Men - Dress pants, nice shoes and dress shirt (tie required for all checkrides other than S.E. Private Pilot)
Women - Slacks, nice shoes and blouse with sleeves

1.4 REVISIONS TO MANUALS AND PROCEDURES

The policy and procedures for your flight training are designed to increase safety and improve the quality of your training. As times change, it becomes necessary to revise the policies and operations manuals. It is your responsibility to stay current with respect to revisions of all of your training manuals.

Your suggestions are welcome. Please submit them in writing to the Director. After receiving a suggestion, the Director will review it. If the suggestion is adopted the appropriate information will be revised. Be advised that changes may take at least 30 days and most changes will not be effective until the next revision.

1.5 ALCHOHOL AND DRUG ABUSE

Abuse of chemical substances will not be tolerated and will be grounds for dismissal from the program. All applicable Federal, State, and Local laws and regulations will apply with respect to the use of and testing for alcohol and/or drugs. FVTC requires that every pilot may not use alcohol of any type in any quantity in a 12 hour period preceding the start of any scheduled function: classroom, solo flight, dual flight, or simulator. Additionally, FVTC requires that no pilot may engage in any of these activities, regardless of time since use, if his performance is impaired in any way.

1.6 PERSONAL ARTICLES

Personal articles, supplies, books, etc. are to be kept in assigned lockers or other student storage areas when not in use. Articles of this type are not to be left in the dispatch/weather room, on the hallway floor, or in classrooms when not being used by the student.

1.7 SECURITY

The S.J. Spanbauer Aviation Center is a secure facility open to students, faculty and visitors from 6:00 AM to 5:00 PM Monday through Friday during scheduled periods of the school calendar year. Outside of these hours, on weekends, and during scheduled school down times, the facility will be locked and protected by a motion sensing security system.

There will be times, outside of these periods, when students will need to use the S.J. Spanbauer Aviation Center and equipment. There must be a supervising instructor pilot present at all times to control access to the facility and to authorize any kind of flying activities. Students are required to make arrangements in advance with their instructors for training periods of this type.

A sign-in/sign-out board in the receiving area hallway will be used to record the presence of any instructor faculty member in the building during these periods. If students and/or instructors are flying during these periods and there is no one else in the building, the security system must be re-armed and the building must be locked during flying activities. A radio in the rear entrance vestibule will be used by students to contact an instructor in the building in order to gain entrance. Propping a door open is not acceptable and must not be done.

1.8 PARKING AIRCRAFT AT AIRPORTS OTHER THAN OSHKOSH

Solo and/or Dual flights that are part of scheduled and planned FVTC course curriculum may occasionally require termination and overnight stays at airports other than Oshkosh. This is permissible for students with his/her instructor's authorization and as long as proper dispatch and sign-out procedures are used. This includes indication of overnight destination airport and estimated time of return.

Occasionally, unexpected terminations and/or overnights at airports other than Oshkosh may occur due to unpredictable circumstances. Should this occur, the student (or instructor) should immediately notify his instructor (Director), stating the reason for the non-Oshkosh termination and his intentions. This may require a written report upon return to Oshkosh.

Any other potential overnight flights to airports not customarily flown to as a part of regular training operations must have advance approval of the Director. This includes fly-ins and other similar events.

1.9 CREDIT FOR NON-FVTC TRAINING

Private Pilot certificates obtained independently from any Certified Flight Instructor, who has been employed by a Fixed Base Operator, independently, or by an accredited institution are acceptable as a substitute for FVTC's Private Pilot Training provided the student passes a pilot evaluation (patterned after the FAA Bienneal Flight Review). This evaluation will be conducted by a FVTC Designated Examiner (DE) or the Director. Any cost associated with this flight will be paid for by the student.

With the following exceptions, advanced ratings (after Private) will not be accepted as substitutes for FVTC certification courses unless specifically approved by the Director. Students will only receive transfer of credits for aviation ground courses and/or advanced pilot ratings if the course or rating has been obtained from an accredited University or College flight program. Credits for non-flight ground courses will be accepted according to the policies of FVTC. Exceptions to the acceptance of advance rating may be granted by the Director if a pilot evaluation flight is conducted.

With respect to meeting specific FVTC course lesson objectives, students actively enrolled in a FVTC flight program may not receive or log dual from a non-FVTC flight instructor without the express permission of the Director. Students may only take instruction from an authorized FVTC Flight Instructor. Any instruction from other students or a non-FVTC instructor is not allowed.

In certain instances, FVTC CFI students may receive an assignment from their instructor to practice teach a ground subject or a simulator session to other students. The CFI student's Instructor must always be present to
-evaluate the student doing the practice teaching
-judge the accuracy of the material being taught
-correct improper instruction
If the Supervising CFI can attest that the Receiving Student has received a quality of instruction comparable to what the Supervising CFI would have taught, the Receiving Student may log that ground or simulator time in pursuit of course task completion objectives. THIS DOES NOT APPLY TO FLIGHT TRAINING.

1.10 Student/Instructor Pilot Information File (SPIF/IPIF)

The Pilot Information File (PIF) is a uniform means verifying distribution of (time critical) information to all pilots. This information is posted as numbered PIF items and each pilot and flight instructor will be accountable for information distributed by the administration through the PIF system. Pilots may not fly a FVTC aircraft unless acknowledgement is made of the latest PIF entry. The PIF is a single binder, maintained in the dispatch/weather room, consisting of information pertinent to safety and includes but is not limited to the following:

-Items Affecting Safety of Flight
-Letters of Instruction (LOI)
-Maintenance Issues/Changes
-AFM/POH Revisions
-Other Administration Items

Pilots will ensure they have received, read and understand the information required by FVTC by signing the updated PIF information.

1.11 Maneuvers Guides

For safety and standardization, it is imperative that all maneuvers are flown as outlined in the single-engine and multi-engine maneuvers guides. It is designed to provide standardized procedures for each flight-training maneuver listed in FVTC flight courses and has been structured around FAA procedures. All instructors will use the maneuvers guides as the basis of their flight instruction and students will be expected to have a very good working knowledge of what is contained them.

1.12 Flight Syllabus

All course content will be prescribed, taught and graded according to the specific flight syllabus for each course. Lessons may be repeated or bypassed if the instructor determines that it is necessary. The flight syllabus is a part of the student's flight records and contains specific grading history. Effectively, it is an official course/flight record, and as such, it may never leave FVTC except for post flight grading and specific instructor use.

1.13 AMBASSADORS

Ambassadors are specially trained student volunteers who assist in facility tours, and representing the program at trade shows, EAA, etc. While they are valued assistants, they still are students and therefore cannot perform demonstration flights with non-student visitors.

1.14 AIRCRAFT OCCUPANTS

The only allowable occupants of FVTC aircraft are:

1. FVTC Flight Instructors
2. FVTC Students enrolled in a FVTC flight program flying at an instructor's direction
3. Individuals who are potential applicants for a FVTC flight program (demo flight)
4. FVTC Faculty or Administrators, with the approval of the Director.
5. Designated Flight Examiners, with the approval of the Director.
6. Flight Instructors who have been commissioned by the Director to provide specific training or evaluation of FVTC students.
7. Individuals with specific needs or in special situations, specifically authorized by the Director.

2 STUDENT PROGRESS & TRAINING POLICIES

2.1 STUDENT PROGRESS

It is our sincere desire to produce excellent pilots. It is our responsibility to determine, through our experience, those students who are continuously improving their skills as pilots and truly display the dedication that our program demands. Your instructor and the Director monitor your progress. Any substandard performance will be brought to your attention**.**

2.1.1 PHASE/PROGRESS CHECKS

Phase checks are considered "Level 1"and are regular parts of the training syllabus. These checks normally occur in specific places within each syllabus instructor. Phase checks define satisfactory performance milestones, but also can be the triggering mechanism for extra training and/or lead to a progress check. On the other hand, a progress check may be unscheduled within the training syllabus. It is generally requested by the instructor, necessitated when the student stops making expected progress. The same instructor may not conduct two or more consecutive phase/progress checks on the same student.

Phase/Progress levels:

Level 1 - This phase check may be conducted by the Director, Chief Flight Instructor or by a peer
instructor. Passing with a good grade (1, 2, 3) warrants continuation in the normal lesson
progression. A low grade (4 or 5) leads to a Level 2 Progress Check.

Level 2 - This progress check will be conducted by the Director or Chief Flight Instructor. There are three outcomes:

(1.) continuation in the program
(2.) prescription of additional training (see below)
(3.) recommendation for termination within the program
(Terminations automatically require a Level 3 check)

Level 3 - This progress check will be conducted by the Director. There are three outcomes:

(1.) continuation in the program
(2.) prescription of additional training (see below)
(3.) recommendation for termination.

Prescription of additional training or recommendation for termination must be noted both on the individual lesson page and the course summary sheet. The student must initial these entries.

Termination Recommendation - If a termination recommendation is made, the student's instructor and all progress check pilots will meet to discuss the situation. If the majority of the group decides to overturn a termination decision, additional training will be offered (in writing) and the student must accept it in order to stay in the program.

Additional Training - Additional training typically is a repeat of prior lesson content or additional lesson content that the check pilot deems appropriate. If the normal flight hour allocation is exceeded, it is the student's responsibility to pay the additional cost of training.

2.2 PROBATION

We strive to train you to the highest standards and we need your best effort. If your behavior/performance falls below an acceptable standard (C or less), the Director will place you on probation. Also, if you do not adhere to the Standard Operating Procedures Manual, it will be brought to your attention. As a result, the Director may issue probation; he will counsel with you, document the counsel session and place the counsel sheet in your flight training file.

The Director will make all decisions regarding terms and duration of the probationary period. At the expiration of the probationary period, the Director will review your progress; he may return you to normal status extend the probationary period or suspend your flight training.

2.3 "NO-FLY" STATUS

If your flight account becomes delinquent or financial arrangements have not been made with student accounts, you will be placed on "No-Fly" status. You will not be released to fly until the account has been cleared or arrangements have been made.

2.4 TAKING OF TESTS

FARs 61.33 through 61.49 govern the process of testing, retesting, cheating, etc.. Any violation of these FARs will be considered a violation of FVTC policy and could be used as grounds for dismissal from the program. Retesting will be at the instructor's discretion and in accordance with applicable FARs.

2.5 FLIGHT LESSON AND TASK GRADING

Flight Training is graded in three areas: the course level, lesson level and task level. Lesson level and task level will use the numeric grading scale explained below.

Each flight course syllabus will have individual lesson sheets which document and rate the accomplishment of individual *tasks*. Tasks will be listed vertically on each lesson page and each will have a grading box, within which, the task grade will be entered.

For each flight, tasks to be taught or performed will be listed on or added to specific lesson pages from the appropriate training syllabus. In the Maneuvers Guide, the appropriate Practical Test Standard (PTS) criteria will be listed, if possible. While it is impossible to avoid subjectivity in grading, PTS criteria should be the basis for grade assignments wherever possible

Lesson repeats will require an extra lesson sheet in addition to the original.

Task grades will reflect the student's performance of specific maneuvers and assignments. The instructor will grade each task, preferably during the debrief. They will be assigned recognizing the student's proficiency level at different points in time, reflecting the amount of prior experience with the task, and current performance skill expectations. For example, a certain performance level would warrant a good grade when the student was first exposed to the task, but the same performance level might warrant a lower grade if the student had previous experience in performing the task.

The aggregate of task grades will serve as the basis for the assignment of the overall *lesson grade* entered on the Course Summary Sheet. The Summary Sheet is a chronology of all training information and lesson grading. It contains all information needed to formulate final course grades, document completion of course requirements, and demonstrate the meeting of certification requirements.

At the task and lesson level, the instructor will evaluate the student's performance and his/her practice of sound judgment in the decision making process. Aircraft control will be evaluated considering smoothness as well as conformity to explicit procedural standards. Consistent performance outside of tolerances or failure to take prompt corrective action when tolerances are exceeded is considered unsatisfactory performance. Momentary deviations will not be disqualifying if corrections are safe and timely. The effects of weather will be considered in the evaluation process.

During debriefing, the instructor will discuss the student's performance of specific tasks, maneuvers, or functions. Individual elements will be graded, often in conjunction with the critique. Space is provided on the lesson page for entry of explanatory comments.

During debrief:

1. The instructor will critique each maneuver or task and assign a task grade to the task's grading box on the lesson page.
2. As a summarization for the entire lesson, the instructor will assign a lesson grade on the course summary sheet.
3. The tasks and lesson will be discussed with the student. The student will initial the lesson's course record entry indicating that he/she has discussed and understands each task rating (this does not necessarily indicate that the student agrees with all ratings).
4. The instructor will provide a full signature (name, certificate number, expiration date) for at least one entry on a course summary sheet. Subsequent instructor entries can be abbreviated signatures or initials.

2.6 GRADING SCALE

The numeric grading scale is: 1 (Outstanding) 2 (Good) 3 (Average) 4 (Poor) 5 (Unsatisfactory)

These numeric grades also correspond to the standard alphabetic grade scale where 1 = A, 2 = B, etc. Small numbers are better than large numbers. Plus and minuses may be used (ex. 2+ is slightly better than good) as well as ranges (ex. 2-3 is exactly between good and average).

Acceptable and desired grades are lesson or task grades of 1, 2, or 3. Low grades are task or lesson grades of (4 or 5).

Consistently low grades or grades trending toward poor (4) or unsatisfactory (5) must be corrected and repeated until they trend good. This may require additional training. At the instructor's discretion, low task grades at the lesson level can warrant an unscheduled phase check.

A low lesson grade (4 or 5) requires a lesson repeat. Three consecutive low lesson grades require a Level 2 progress check on that lesson with the Director or Chief Flight Instructor. The evaluation within this progress check will be conducted according to the three level procedure explained above.

Non-Numeric Symbols – In addition to the numeric grade scale (1 – 5) there are alphabetic symbols at the *lesson level*:

A - Absence from a scheduled activity
S - Student solo flight

Course Summary Sheets may use the additional following symbols at the *task level*:

S - Student solo flight
D - Instructor taught or demonstrated without student participation
X - Ungraded but noteworthy student activity
G - Participation by this student in group discussion

For solo flights, the student should make solo entries on the appropriate lesson page and the Course Summary Sheet using the letter "S" to signify the accomplishment of each task. The student will initial the Summary Page entry. The lesson page and course summary sheet entries for the solo flight will be reviewed and signed by the instructor

As previously stated. phase checks are regular parts of the training syllabus. They are graded at the task and lesson levels using the same grading system as for regular training. These checks normally occur in specific places within each syllabus instructor. Phase checks define satisfactory performance milestones, but also can be the triggering mechanism for extra training and/or lead to a progress check.

2.7 FLIGHT COURSE GRADING

Flight courses objectives may or may not include pursuit of an FAA pilot's certificate. The following course grading system applies to all flight training courses. Successful certification is a separate goal.

Flight Course grading is intended to yield the FVTC academic grade and also to provide qualitative feedback to the student with objective measurement of his/her progress and achievements. This measurement may determine the need for additional instruction or disqualification of the student.

The final Flight Course grade will be the average of all lesson grades. The final course grade is subject to adjustment by the Level 1 phase check pilot by one letter grade up or down. Also, if the course ends with an FAA checkride, each 'bust' will lower a student's final grade by one full grade.

All Flight Course lessons must be successfully completed before assigning a final course grade and/or recommending a student for a checkride. A Final Level 1 Phase Check is always required for every flight course completion and before any certification check ride, if applicable. The Phase Check will both determine if the student is recommendable for a checkride and will also validate the instructor's decision that the student has completed the course. If applicable, there will be no recommendation for a checkride if the Final Level 1 Phase Check grade is a 4 or 5.

Unexcused absences or tardiness will result in a final grade reduction. Grade reduction may impact FVTC grade determination. If grade reduction has pushed a student below a passing level in a certification course, the student may <u>not</u> be recommended for a certification check ride. Refer to ABSENCE AND PUNCTUALITY POLICY outlined in Chapter 4 for further information.

There are factors other than flying skills that strongly influence a pilot's professional success. These include study habits, attitude, cooperativeness, professionalism, and ability to function in a team environment. A student's final grade may be adjusted up or down one full grade to account for these factors if the student's instructor and the Directors are in unanimous agreement to do so.

2.8 GRADING POLICY FOR GROUND SCHOOL COURSES

A letter grade of A-F will be issued for each ground school course. The letter value equating to percentage grades is determined by the ground instructor. The final grade will be issued considering all assignments, including quizzes and tests, made by the instructor in charge. The instructor determines weighting of all factors that will be used to determine a final grade. The same grading criteria will apply to all members of the class.

Grading Scale:

A =	100 to 90%	C =	79 to 70%	F =	below 60%
B =	89 to 80%		D =	69 to 60%	

In order to progress to the next scheduled course, the student must earn at least a C grade in prerequisite courses.

Ground grades are subject to reduction according to the provisions listed in Chapter 4, ATTENDANCE AND PUNCTUALITY POLICY.

2.9 POLICY ON COURSE COMPLETION

All flight or ground courses must be completed during the academic term in which the student is enrolled. Extensions will be considered only in extraordinary circumstances and must be approved by the Director.

Should the student not meet applicable competencies upon exhaustion of published flight course time allocations, he may be granted an extension at an additional cost to the student. The cost will be based from how many flight hours of training will be required to complete training and the current cost per flight hour determined by FVTC. The actual amount of additional training flight hours will be determined by the Director and the Chief Flight Instructor. Each extension case will be considered on an individual basis, including the individual's probability of success as the prime criterion. Probability of success will be assessed only by the Director and Chief Flight Instructor. If additional training has been approved, flight time payment must be received prior to continuation.

Any flight time remaining after successful course completion will be documented and the student will be allowed to fly off this time. Refunds of flight course fees will be subject to the college's Refund Policy.

Any expense necessary for the first attempt at an airman written or practical test which is required for the completion of an aviation course is included in the course fees. The expenses involved in any re-test, either written or practical, as well as additional instruction, will be paid by the student.

3 LESSON PREPARATIONS

3.1 PREFLIGHT BRIEFING

Learning to fly not only requires the development of skills, but also a complete understanding of the operation. Proper response to these needs involves thorough, meaningful preparation. You are assigned a lesson to study before each flight. Review the flight syllabus and your training materials prior to each flight lesson.

During the preflight briefing your instructor will tell you what to do, why to do it, how to do it and how he will evaluate you. Question any point that is not completely clear, but be open-minded and willing to accept what your instructor tells you. He has the background and experience to correctly answer your questions. If your instructor does not know the answer, he will tell you so and then find the answer for you. Pilots with years of experience and thousands of hours of flying time are still asking questions; they are still learning. Follow their example.

Show your initiative, resourcefulness and interest by being alert and prepared. If you are eager and enthusiastic, your flights will be enjoyable and rewarding. Do not plan on being just a pilot, plan to be the safest and best pilot.

3.2 POSTFLIGHT BRIEFING

At the completion of each flight, your instructor should review the lesson with you. This is your opportunity to get answers to questions and learn correct procedures. To become a pilot, each element of the lesson must be completely understood. The best time to ask questions is immediately after the flight when all details of the flight are still easily remembered.

After completing a solo flight, debrief yourself, and make notes on what you did and what you learned on the specific solo flight lesson in your training record. This will help to reinforce what you learned, and help to prepare you for the next lesson.

4 PILOT RESPONSIBILITIES

4.1 PILOT MEDICALS

As a minimum, a Second Class Medical Examination is required from an FAA Aeromedical Examiner for all flight students. The Student Pilot Certificate and Medical Certificate are one document and yellow in color. If you need a Student Pilot Certificate, ask for it when you schedule your appointment. Medical certificates beyond the Student Pilot Certificate are white in color and come in First, Second and Third Class levels. Read FAA Part 67 in the FAR/AIM Book or search www.faa.gov more information.

You must have a current medical in your physical possession for all flight operations.

4.2 PHYSICAL CONDITION

Flying demands top physical condition. Therefore, do not attempt flight training with any physical deficiency, including lack of adequate rest and diet or emotional distress. Tell your flight instructor of any condition that could affect your flying.

During any flight, if you are not feeling well, terminate the flight as soon as practical.

You are not permitted to fly when under the influence of any medication that affects your abilities in any way contrary to safety. Almost all prescription drugs, and many over-the-counter medications, affect your alertness and response time. Consult the FARs or an Aviation Medical Examiner for flight limitations imposed by drugs you are taking. If you need to take any medication to feel well enough to fly, you do not need to be flying.

4.3 CERTIFICATES AND DOCUMENTS

You are required by Federal regulations to carry your certificate(s) on all flights. Be sure to keep them on your person. We also keep a copy of your certificates on file. Give copies of your airman certificates to your instructor when completing a checkride or obtaining a new medical.

4.4 ABSENCE AND PUNCTUALITY POLICY

In order to conduct operations, the Aviation Community does not tolerate and is unforgiving of employees who do not take their attendance and punctuality responsibilities seriously. In order to prepare its students for this future work environment, FVTC has adopted a similar, but less stringent set of rules that apply to absences and punctuality.

The student has no authority to decide what is a valid excuse or reason that justifies an absence or tardiness. The student has the responsibility to manage his activities in and outside of FVTC so that he will not be absent or tardy.

Some reasons for absence or tardiness are legitimate and unavoidable. Assessing the validity of reasons for absences or tardiness is the sole responsibility of the individual Flight Instructor and/or Director. In any case, a student is required to make direct contact with his instructor at least one hour in advance of an anticipated absence from a scheduled training session and must have that instructor's approval before being absent. In many cases, a reasonable explanation will receive a reasonable decision from the instructor. The decision will always be based upon the student's successful completion of required training functions. Only the instructor's advance assessment of the student's explanation can lead to excusing an absence or tardiness.

It is not the instructor's responsibility to remind the student to meet his obligations or of the consequences of certain actions. The student is expected to be professional and responsible.

It is the student's responsibility to:
a. notify the instructor and receive his permission to be absent before any *planned absences*.
b. notify the instructor upon *return* after an absence.
d. contact his instructor and arrange special sessions to *make up lost sessions*, if possible.
e. return to class with all required materials, all homework assignments completed, and *prepared to fully resume scheduled activities.*

A "no show" is considered to be more than 5 minutes late to classroom instruction or scheduled flights. One "no show" will be tolerated, but anything after this will constitute a 5% grade reduction penalty per absence. Habitual tardiness and/or "no shows" will not be tolerated and may be grounds for dismissal from the flight program.

4.5 GENERAL POLICIES

Student pilots, your logbook and training syllabus are under the control of your assigned instructor, but are also your responsibility. Therefore, allow sufficient time after each flight lesson for sign offs, accurate and up-to-date, as provided by your instructor. Upon completing your first solo, your instructor will begin to help you accurately maintain your own logbook.

Every measure of a pilot's skill must be dedicated to assure a safe flight. Therefore, develop a habit of regularly reviewing the rules and regulations, practicing good operating procedures and operating well within airplane limitations. Careless operation can result in the loss of an airplane, a pilot and airplane, a pilot's certificate or continued pilot training. Careless operation is grounds for suspension and/or expulsion from the flight program.

Although each flight lesson, together with the maneuvers to be covered, is outlined in the flight training syllabus, the instructor may make reasonable deviations to meet individual needs. Always review your next lesson to know what maneuvers will be covered next. If in question, ask your instructor for help or clarity.

4.6 DISPUTED GRADES AND ADMINISTRATIVE DECISIONS

Administrative decisions or any course grades under dispute must be contested in writing to the Director who reserves the right to make final determinations. Complaints about decisions or behavior on the part of any flight instructor or FVTC employee must be made in writing to the Director within 5 working days from incident. After that time, the student waives his right of protest.

5 FLIGHT SCHEDULING

5.1 SCHEDULING, GENERAL

Solo flight is defined as being the sole authorized occupant of the aircraft. Dual flight is defined as receiving instruction in any form from a certified flight instructor. Normal flight hours are defined as 7:30 AM to 5:00 PM, Monday through Friday. A flying period is defined that period of time inclusive of refueling/servicing, preflight inspection, untying the airplane (or removal from the hanger), specific flight activities, and return of the aircraft ready for use by another pilot.

Schedules will be formulated by faculty and the instructor group and will be published in advance of scheduled flying dates. The entire instructor group will determine schedule content and priorities.

While instructors may assist students by formulating schedules and monitoring program progress through the lessons, the student is solely responsible for assuring that adequate flight time is scheduled to complete his training requirements on schedule. The student is required to monitor his progress in a course. It is the sole responsibility of the student to complete all flying requirements before the end of the semester without Instructor reminder.

All student flying, dual or solo, will be conducted under the direction of the student's assigned flight instructor or a supervising flight instructor. Any scheduled aircraft or simulator time will be for specific training objectives assigned by the flight instructor. Simulator usage will be dual only unless approved by the Director.

The absence of an instructor name on the schedule is assumed to indicate solo flying. Scheduled solo time, other than cross country, shall not exceed 2 hours. Scheduled flying time should realistically reflect the amount of time required in the flying period. Over-scheduling is not allowed unless approved by the Director.

Sufficient blocks of time will be left open on the schedule for solo flight during normal flight hours. They will be reserved by students on a first-come first-served basis for solo flying. Time blocks outside of normal flight hours are not normally scheduled for regular lessons in order to make time available for solo flight or make up sessions (due to weather or maintenance cancellations). If extra time blocks are needed, the student will work directly with his instructor on a plan of action.

Students are expected to give a high priority to scheduling and completing solo flight activities, preferably ahead of schedule. Falling behind in completing solo flying requirements is a major contributor to failure to finish courses on time and to course failures. Instructors will monitor their students' solo activities and will make note of students who are getting behind. If scheduled flight is not going to be conducted, the instructor will remove his student from the schedule as early as possible.

Failure to use or properly cancel a reserved airplane compromises the entire schedule and is unfair to others who might need the airplane. If a student is a “no show” for a

scheduled flight or shows up more than 15 minutes after the scheduled start time of the flying period, he will be considered a "no show" and will forfeit the airplane. Flying will have a higher priority than outside jobs or family functions (except emergencies), but will have a lower priority than classroom instruction, either at the aviation center or any other FVTC campus. The only exception is if the affected ground instructor grants permission for that specific flying and then, only if the student makes arrangements to make up the missed material. Otherwise, flight scheduling should be done around classroom activities (including the time that it takes to get to and from the classrooms).

Checkrides have the highest priority, before ground activities and flying. If a checkride preempts any activity, it must be done with agreement of all instructors. Where a checkride requires an aircraft already assigned to another pilot, changes must be negotiated with and approved by the relinquishing pilot(s).

Assignments to specific aircraft will be rotated so that there will be minimal chance of any given student being assigned to a specific aircraft for any extended period of time. This will minimize the chance of specific aircraft down time chronically impacting a given student. As a consequence, it is expected that any unexpected or unscheduled downtime will be statistically spread across the student population over a period of time.

If a student falls sufficiently behind for reasons within his control, he will be issued a verbal warning followed by a meeting with the Director. Subsequent failure to meet solo or dual training objectives will result in final written warning and, if not remedied, removal from the program.

5.2 EAA CONVENTION

The EAA Convention spans the last days in July through the first days in August. FVTC operations will not be scheduled or allowed out of Oshkosh during that period. Any operations on the Friday proceeding that period through the Friday following that period must be approved by the Director. Aircraft may be staged at non-Oshkosh airports for any FVTC operations that need to be conducted during the convention period. This requires prior approval from the Director.

5.3 WEEKEND, HOLIDAY, AND SHUTDOWN OPERATIONS

If a student is behind on his flying, he is expected to catch up on flying during evenings, on the weekends, or during holidays or school shutdowns. Because of the ever-present threat of bad weather or occasional mechanical downtimes, these periods may be the only time in which a student may be able to catch up or to get ahead of schedule. Contrary to shut down policy in the rest of the college, these periods usually are necessary to complete flying requirements. These periods have a higher priority than any personal student activity that might otherwise be scheduled. Therefore, scheduled attendance requirements are the same as any other period. Failure to take advantage of these periods when behind in flying will be considered the same as failure to use normally available flying time.

While there are students in the building during these periods or in the evening, there must be a flight instructor present to oversee flying activities and security.

6 FLIGHT OPERATIONS

6.1 PREFLIGHT

As Pilot-in-Command, it is your responsibility to assure the safety of the flight. You must evaluate yourself, the weather and the airplane. If any of these items fail to meet the required standards, you must terminate the flight.

Frequent reference is made to preflight preparation and planning. A careless pilot may place himself, his passengers, his fellow pilots and people on the ground in jeopardy simply because he neglected to make thorough preparations. Anything overlooked in preflight preparation can easily become the most important thing in your flight.

6.1.1 Pilot Check

Most aircraft accidents result from pilot errors. Often the pilot makes poor choices because physiological factors stole his competence. Evaluate yourself before each flight to verify you are within the limits of the IM SAFE checklist found in the AIM 8-1-1.

Illness (cold, flu, sinus blockage, etc.)
Medication (prescription and over-the-counter drugs)

Stress (concerns on your mind)
Alcohol (cold and cough medications included)
Fatigue (lack of adequate sleep)
Emotion (attitude is everything)

6.1.2 Airplane Airworthiness

Check the maintenance status in the airplane book (inspection times and dates) before preflight. Deferred discrepancies may exist which could affect your flight. Review the Airplane Discrepancy Reporting Form(s) in the airplane book, if any, before preflighting; this may delay or cause a cancellation of your flight, it may also save you the effort of preflighting an airplane that is not appropriately equipped for your specific flight. Also check the status board in the dispatch room for Green Up Arrow for the specific aircraft.

An airplane with an inoperative instrument and/or equipment that has been deferred (checked off and signed by aircraft maintenance staff or faculty) may not be acceptable for all types of flight. It is the responsibility of the PIC to make the determination as to the appropriateness of the airplane and systems for the intended flight.

Specifically check the airplane book to assure the following inspections are current.

- Annual or 100 hour inspections
- Transponder, Altimeter and Pitot/Static check (for ATC Radar environment requirement)
- Variable Omni Range - VOR (IFR operations)
- GPS data base expiration date, check upon avionics power up, (IFR GPS operations)
- ELT inspection
- Past discrepancies for background history

6.1.3 Aircraft Pre-Flight Check

The Pilot-in-Command is directly responsible for the safe operation of the airplane. Never start a flight without conducting a thorough line-check of the airplane. The pilot is the final authority as to the airworthiness of the airplane. Bring any questions to the attention of your flight instructor or the Director.

While approaching the airplane, make an overall check of the airplane for prominent damage. Look for objects on the ground that could either be picked up by the propeller or run over when taxiing the airplane.

Inspect the airplane closely and use the written checklist to be certain no important items are missed. Verify the presence of all required documents in the airplane, such as the registration, POH, W&B document, GPS manuals with quick reference cards and that the Airworthiness Certificate is properly displayed. Special attention should be given to the windshield for cleanliness before every flight. A clean windshield allows easy identification of other air traffic. If there is any damage to the airplane, if any documents are missing or if any discrepancies are found, you should immediately contact a flight instructor or the Director. Also, there are First Aid / Survival Kits in the glove box of each airplane. It must be checked for condition and presence at each preflight. Items in the first aid kit shall not be removed except in the event of an actual emergency. Any use of a first aid kit or discrepancy found during preflight must be reported to a supervising instructor.

Be certain to check for proper grade and sufficient quantity of fuel and oil and that all caps are properly reinstalled. Check the fuel tanks <u>visually</u> since fuel indicators are not always reliable. Use the GATS fuel sampling jar located in the cabin of each airplane. All fuel samples will be discarded properly in the red waste liquid containers located on the north and south side of the cold bay hangar.

Oil levels and grades will be maintained as stipulated in the Pilots Operating Handbook for that model of airplane. Any oil addition should be recorded in the appropriate Aircraft Oil Log in the aircraft's binder located in the tin can. Only FVTC instructors/mechanics are authorized to add oil.

If you need to move the airplane for any reason, do not leave the tow bar attached to the airplane. A propeller could be damaged if the airplane is started with the tow bar attached. Once you attach the tow bar to the airplane keep one hand on it at all times. When the airplane has been re-positioned, remove the tow bar and hang it back up.

6.1.4 Weather Check

It is essential to check current and forecast weather and the current NOTAMs before flight. Use computer weather information systems and/or call the Flight Service Station (FSS) and request a briefing for your route of flight. The weather briefing should also include weather reports and forecasts for surrounding areas. For cross-country flights, complete the weather analysis sections of your FAA Flight Log Form and keep it with you.

6.1.4.1 Weather Conditions

Descendible VFR: Forecast conditions that allow a VFR descent from a published Minimum Enroute Altitude (MEA) or Minimum Off Route Altitude (MORA). This is an emergency alternative, should all navigation and communication systems fail, you could fly in this direction, find an airport and descend in VFR conditions.

Forecast conditions: Conditions listed as becoming (BECMG), temporarily (TEMPO), or from (FM) in a weather forecast. If the forecast includes a chance (CHC) or probability (PROB) of conditions limiting flight operations, the Director, on an individual basis, may authorize flight operations. Adverse conditions associated with isolated thunderstorms will not always limit operations provided thunderstorm avoidance can and will be maintained.

6.1.4.2 Wind Limits: Dual Operations

Headwind of no greater than 30 knots of steady state wind (unless approved by the Director); crosswind of no greater than 15 knots.

6.1.4.3 Ceiling and Visibility Minimums: Dual Operations

The current and forecast ceiling and visibility must meet the requirements listed in the following table:

* Ceilings are defined as broken to overcast cloud cover and measured Above Ground Level (AGL).

l Operations	ing	ibility
local flights	)0 feet	iles
ss-country	)0 feet	iles
Enroute	feet	iles
non-precision approaches	feet	iles
precision approaches	feet	ile

*The above cross-country limitations apply to both current and forecast weather, +/- 1 hour of planned ETA at the point of origin and each intended point of landing.
*Alternate criteria will be based off of information contained in FAR 91.169.

6.1.4.4 PIC or Solo Weather Minimums

For the purpose of this section, Pilot in Command (PIC) represents the pilot exercising his FAA Certificate privileges and is responsible for the complete safety of the flight while operating the controls of the airplane. PIC as Safety Pilot means you are responsible for the safety of the flight as the other PIC (the sole manipulator of the controls) flies with restricted vision encompassing only the interior of the airplane while in VFR conditions. Solo represents the sole occupant of the airplane exercising limited privileges only under the endorsement of a Certified Flight Instructor.

*NOTE: Due to different student abilities and flight experiences, Certified Flight Instructors have the authority to restrict wind, ceiling, and/or visibility limitations for any flight student at any time.

6.1.4.5 Wind Limits: Solo Operations

Student pilot flights will be limited to the basic limits unless otherwise noted in the individual's personal logbook. No flight training student may be endorsed for winds above 25 knots and/or 15 knots crosswind component. All wind velocities are noted as steady state.

Basic Wind Limits:
15 knots or 10 knots crosswind component

Maximum Wind Limits: Only if Private Certificate held
25 knots or 15 knots crosswind component

6.1.4.6 Ceiling and Visibility Minimums: Solo or PIC Operations

For Solo and PIC flights, the current and forecast weather must meet or exceed the requirements listed in the following table:

*Ceilings are defined as broken to overcast cloud cover and measured Above Ground Level (AGL).

Operation	ing	bility
ern work (Student Pilot - Solo)	)0 feet	iles
ern work (Private Pilot or above)	)0 feet	iles
ctice areas	)0 feet	iles
ss-country (Student Pilot)	)0 feet	iles
ss-country (private Pilot)	)0 feet	iles

*The above cross-country limitations apply to both current and forecast weather, +/- 1 hour of planned ETA at the point of origin and each intended point of landing.

6.1.4.7 Cold Weather Operations

Prior to all flight operations during a period when the outside air temperature is less than -7^0C, each aircraft engine and oil sump must be preheated until the oil is sufficiently fluid to drip from the dipstick. When Outside Air Temperature is -20^0C or lower, the only allowable flight activity will be dual cross country flights.

6.2 FUELING AND AIRCRAFT SERVICES

The fuel requirements list in FAR 91.151 and 91.167 shall be used only as absolute minimums. Students are encouraged to plan for twice the fuel reserves required by FAR's, and supervising flight instructors may require the planning of additional fuel stops whenever conditions indicate that such stops would be prudent in the interest of safety.

Routine daily fuel servicing at Wittman Field will be done by Basler Aviation, either at the Basler facility at the north end of the airport, or by Basler fuel trucks that periodically visit the FVTC ramp. Pilots needing immediate fueling, may taxi to the Basler FBO contacting them on 122.95 and alerting them to an eminent aircraft arrival at the Basler ramp for fueling. When topping, the tank, care should be taken to not overfill so as to cause vent line dripping inside the hanger. All Fuel tanks will be strained and checked for contaminants after each refueling.

Credit cards issued to FVTC will be available for the purchase of fuel, oil, other necessary supplies, and service while on approved cross-country training flights, both dual and solo. Use only the card issued to the particular airplane in use, and use that credit card only for official purchases. No personal charges will be made on FVTC credit cards!

The assigned flight instructor(s), or instructor in charge, will check out a credit card for each of his students or himself prior to cross country flights. Card sign-outs will be entered on a log sheet and that pilot will be responsible for all charges made on that card until it is returned to the College. While the pilot is in possession of the card, he must surrender his automobile keys as collateral until returning the card. These keys will be kept in the card drawer in the storage room behind the reception area.

In the event of a lost or forgotten card, the flight instructor(s) in charge will notify the Director immediately.

In the event the student has forgotten a card, or purchases are necessary where the credit card is not honored, the student will call home base and inform the supervising flight instructors of the situation.

The college will not be responsible for personal overnight expenses incurred during training flights. FVTC will pay for aircraft related charges such as de-icing, tie-down, landing fees, fuel, etc. incurred in the course of conducting a specific training flight that is part of course curriculum.

6.3 SECURITY GATE/HANGAR OPERATIONS

Gate access to the ramp and hanger area will be via a security badge reader located on the security gate door. Each student/instructor must have this security badge on their possession at all times while on the FVTC flight ramp and while flying FVTC aircraft. Security badges will not be shared between students or instructors and if lost, notify the Director immediately.

FVTC aircraft will always be hangered overnight. During the day, they will be moved to the hanger in inclement weather, as appropriate. In daytime in other than inclement weather, the airplanes will be tied down on the FVTC ramp.

There must always be at least two people involved in moving an airplane to or from the hanger (unless it is the Duty Pilot and no one is available). One of them must always be an instructor. One person will have primary responsibility for steering the airplane; the other will be a wing walker and assist in movement of the aircraft. All operators of FVTC aircraft must have a hanger orientation and/or training in hanger operations.

Aircraft being moved to or from their assigned bays in the hanger must always be moved along the guidelines painted on the hanger ramps in order to assure proper clearances

There will be no powered taxiing by solo students on the ramps immediately to the east and west of the hanger, unless specifically authorized by the Director. Routine powered aircraft operations will start or stop immediately to the north of the hanger.

Aircraft will always be parked in pre-assigned hanger bays, tail to the rear of the bay. Each airplane is uniquely numbered and will be parked in the corresponding numbered bay.

Aircraft control locks must always be installed in the hanger and while in parked in any other place.

An oil check will always be done prior to removing an aircraft from the hanger. Oil servicing may be done in the hanger. Oil supplies will be kept in the "warm hanger" (the northeast-most bay) in a fire-safe cabinet. Any oil spills must be immediately cleaned up.

Washing of aircraft inside the hanger will be allowed if temperatures are above freezing and expected to remain that way. While washing, care should be taken to avoid getting water on hanger walls, mechanisms or any nearby equipment.

Electrical outlets are available within the hanger to power engine block heaters and support other functions. Heaters will be connected whenever the temperature is projected to be below 40^0F. Heaters and extension cords are to be stowed in an appropriate storage space

Fire extinguishers are located at the north and south end of the cold hangar. Refer to Appendix A for exact location.

There will be a supply of Material Safety Data Sheets (MSDS) sheets in SJS which must be prepared to document a medically related incident.

Hangers must always be kept clean. Dropped or spilled articles must be immediately and properly cleaned up.

6.4 REQUIRED PILOT EQUIPMENT

All pilots are required to carry their FAA Pilots Certificates and their Medical Certificate on their person when engaged in any FVTC flight training activity. New FAA Regulations also require the pilot to be in possession of a picture ID.

All pilots are required to carry **current** copies of the following references and materials listed below when they are in the simulator or flying (solo or dual). In addition to the list below, pilots are required to have copies of all texts that are being used for specific ground courses. Ground school text do not have to be carried during flight activities, but must be readily available for scheduled and/or unscheduled ground lessons.

- FAR/AIM
    - Pilot's Operating Handbook (for airplanes used in your course)
    - FVTC Standard Operating Procedures Manual/Maneuvers Guide
- Pilot's E6B Computer or equivalent
- Pencil or Pen
- Pilot Log Book
- Flashlight (for night activities)
- Chicago sectional
    - Green Bay Sectional

As dictated by the training situation, the following items may be required:

- En Route Low Altitude Charts L-11/L-12
- Great Lakes Vol. 2 Terminal Charts (Approach Plates)
- FAA Flight Plan Forms
- Navigation Logs
- Plotter

6.5 FOOD AND DRINK POLICY

Water only may be consumed in our airplanes. Water may be taken provided it is in a watertight container. For long flights during the summer make sure you are properly hydrated. Eat food before you go or eat at your destination; do not eat food or drink other liquids in the airplanes.

6.6 GENERAL FLIGHT PROCEDURES/OPERATIONS

Aerobatic maneuvers are only permitted within the approved flight envelope of the aircraft involved, under the conditions specified in FAR 91.303, and within the specifications of FAR 91.307 (c) regarding the wearing of parachutes. These maneuvers are only permitted when contained in a course of training. Solo practice of spins by students, regardless of certificates and ratings held, is specifically prohibited.

6.6.1 Minimum Altitude

You must fly the airplane at an altitude where you can safely glide to a suitable landing site in the event of an engine failure causing a forced landing. Any operation over the lakes requires a minimum altitude of 1000 feet agl. Except for takeoff and landing at an airport, no FVTC airplanes may be operated contrary to FAR 91.119 or below the altitudes specified in the following table:

ration	imum Altitude
ulated engine failures	feet AGL
und reference maneuvers	feet AGL
work (stalls, steep turns, etc.)	0 feet AGL minimum recovery (3000 AC '6)
oute (PIC)	0 feet AGL
oute (Dual)	feet AGL

6.6.2 Collision Avoidance

The PIC is responsible to see and avoid other aircraft. Vigilance during ground and flight operations is required.

During ground operations, LOOK. At many airports there is considerable activity. Ground vehicles such as fuel trucks, catering trucks and aircraft tugs may be moving about; mechanics may be running up engines; aircraft will be taxiing; and pedestrians may be walking on the flight line. Because of the possible movements and noise, watch and listen continuously for traffic. FCC regulations prohibit cell phone use while airborne.

Keep taxi speed to that of a brisk walk and carefully watch clearances when taxiing through a congested area. If there is any doubt about safely clearing an obstacle, shut down the engine and position the airplane using the tow bar to miss the obstacle.

During flight operations, clear the area by looking to all sides and above and below the airplane. If necessary, raise the wing in the direction of the turn. Since an aircraft is most difficult to spot when flying straight and level, before each maneuver, make turns to clear the practice area. This is especially important during slow flight when the airplane is in a nose-high attitude. During long-climbs it is wise to do alternating shallow clearing turns for the purpose of checking blind spots.

6.6.3 AIRCRAFT RAMP OPERATIONS

When on the ground, the propeller is the most dangerous part of the airplane. Under some light conditions it is difficult to see a revolving propeller. The airplane is such an unfamiliar vehicle to many people that they do not even notice a revolving propeller. Accident files of the FAA contain many cases that read, "Victim walked into the propeller." Aircraft with running engines must be given a wide berth. STAY ALERT AND QUICK TO SHUT DOWN YOUR ENGINE!

Always stay clear of propeller arcs and before approach or to move a propeller, verify magneto switches are off.

Do not allow other persons in the airplane during preflight. Always stop the engine before either loading or unloading passengers. Never start the engine without first clearing the propeller and the propeller blast area. The airplane must be in a safe spot to start the engine as the propeller is prone to pick up loose gravel that can seriously injure someone or damage property. Ensure that the propeller blast is not being directed into a hangar. Before an engine is started, the area around the airplane must be clear, the beacon light should be on and a loud "CLEAR" warning shouted.

If priming the engine is required or is a step in the checklist, then be sure to crank the engine (engage the starter) immediately after you prime. If not, the fuel used to prime can run down into the air box or on the air filter and then ignite if a backfire occurs. Delayed starting after priming has caused many induction fires. Know the checklist and be prepared to properly act if an induction fire happens to you.

An aircraft may be taxied to and from the East and West ramp areas immediately adjacent to its hanger parking slot provided that an instructor is on board the aircraft while it is being taxied. Solo students, with wing walkers, must pull the aircraft north on the East/West hanger ramps keeping the nosewheel on the yellow centerline until it reaches the holding line on the north end. Similarly, solo students must stop at the north holding line upon return, and use wing walkers to return the aircraft to its hanger position.

Only FVTC instructors are allowed to operate the "Aircraft mover" to move airplanes. "Aircraft mover" devices will always be stored in the hanger when not in use. A tow bar will be stored in the immediate vicinity of each aircraft, be it in the hanger or on the ramp.

6.6.4 Taxi Operations

All personnel in an airplane on the ramp must consciously watch clearances around the airplanes during taxiing. A "Sterile Cockpit" must be maintained during all taxi operations in congested areas. Only conversation pertinent to immediate taxi operations should be allowed during taxi operations. While taxiing, power is used to control speed. Do not ride the brakes with power above idle. Taxi speed should allow turning and stopping should it become necessary. Maximum taxi speed should not exceed a brisk walk. During taxi across an airport, watch for other aircraft entering the taxiway or running up engines. Propeller or jet blast produced by large aircraft can cause loss of control to small airplanes taxiing too closely. A safe distance from large aircraft must be maintained.

Always use proper aileron and elevator deflection for the wind. While taxiing behind a large aircraft, the relative wind is usually the jet or propeller blast from that aircraft. Therefore the controls must be positioned for the jet or propeller blast while crossing behind the aircraft.

Before crossing a runway or taxiway onto a runway for takeoff, always ensure the runway and final are clear of traffic.

6.7 TRAFFIC PATTERN PROCEDURES

During traffic pattern operations it is essential to watch closely for other aircraft. Do not assume that other aircraft are flying the proper altitude, see you or are using the proper procedure and the correct runway. It is your responsibility to provide visual separation. Be alert and prepared to sequence around helicopters, fast moving aircraft and large transport type aircraft; they do not always fly the typical pattern.

Be aware that there may be other airplanes unseen in the pattern not using a communication radio or not equipped with a radio to use. Always be alert. If it is necessary to make 360 degree turns for proper spacing or to use a non-standard pattern then do so, but advise the area traffic of your intentions.

Solo takeoffs and landings are permitted only at Wittman airport with the exception of approved solo cross-country flights. All students should receive approval from their assigned flight instructor, in writing, in logbook to make landings at any other airport.

There will be no takeoffs or landings on sod runways unless a FVTC flight instructor is present. Only certain airports will be approved and the Director must grant this approval prior to flight unless the airport is identified in the specific flight training syllabus.

6.7.1 Towered Airport Operations

Operating on ramps, taxiways and runways at airports with an operating control tower require ATC authorization. Compliance with control tower instructions is required, except when one feels the clearance is not in the interest of safety. If the clearance cannot be complied with, notify the controller immediately. If any part of the instructions is not clear, the PIC must clarify the details. Once a clearance is accepted by reading it back to the controller, you must comply.

Ground control must issue a clearance prior to taxiing. All "hold short" clearances must be read back to the controller. A clearance to taxi to a runway is also clearance to taxi across other runways en route to the active runway**, but it is not clearance to taxi onto, or across, the active runway!** Taxi clearances do not absolve the PIC of the responsibility for collision avoidance. Ground control is most always a 121.XX frequency. The tower controller will issue clearance onto an active runway. He will also issue takeoff clearance.

6.7.2 Non-Towered Airport Operations

When operating at and around non-towered airports, such as Fond du Lac Airport, tune the radio to the Common Traffic Advisory Frequency (CTAF) and broadcast current position and intentions. Other aircraft may be taxiing, taking off or landing, so be especially alert. Also, keep in mind that not all aircraft have or use radios; the see and avoid requirement always exists, especially in the non-towered airport environment. Conform to all procedures established by the FAA. Study the Federal Aviation Regulations and the Airman's Information Manual for general operating procedures.

6.7.3 Practice Area Operations

During local flights, pilots shall announce entering and leaving the practice area on 123.30 MHz as an aid in traffic awareness as soon as practical after leaving Class "D" airspace. The frequency 123.30 MHz shall be used only for traffic awareness or brief official College business. If extended communications are required for any reason, use either 122.75 or 122.85 only after determining if extended communications are absolutely necessary.

The practice area is broken down into 6 sub-areas, and pilots should identify which area they intend to be operating in during their initial radio call. Pilots operating in areas "North East" and "Winneconne" shall be watchful for activity in the vicinity of the Omro drop zone.

While operating in the practice area, pilots will monitor 123.30 continuously on Comm. 2 (unless needed for operational reasons) and remain alert to other FVTC airplanes entering the area. When another FVTC airplane checks into the area, airplanes operating in the practice area shall inform the new arrival of their location and altitude, and all airplanes will be expected to adjust as necessary to aid in separation.

Pilots operating in areas "North West" and "North East' shall be watchful of the holding pattern at GRATE intersection (OSH 270/008.7) for the missed approach procedure for the VOR RWY 27 approach at Oshkosh. This pattern is west of GRATE on the 270 radial, right turns at 3,000'.

These procedures do not relieve the pilot of the responsibility to maintain a good visual scan for traffic at any time during a flight.

There will be no solo student practice forced landings. Forced landing practice with an instructor on board:

a. must terminate at 500' AGL if being done off-field.
b. may involve descent to low approach or touchdown if done at an airport.

6.8 UNFAMILIAR AIRPORTS

Use the procedures outlined in the Airman's Information Manual (AIM) and consult the Airport Facilities Directory (AFD) for specific airport information. Also, consult the AOPA Airport Directory for airport diagrams and extra information. Other information including current fuel prices, restaurants, etc. can also be found on the Internet. See Appendix A for helpful websites.

The appropriate CTAF should be used to obtain traffic advisories and to inform other aircraft of your position and intentions. Use multicom (122.9) at airports without Unicom. At non-towered fields with FSS facilities, obtain an airport advisory on the appropriate listed FSS frequency. At towered airports, do not assume air traffic control always provides separation from other aircraft. Remember, "See and be Seen" is always required.

6.9 AIRPORT REQUIREMENTS

Airports designated as (PVT) represent private use only; prior permission from the property owner is required before landing or may be construed as trespassing. Do not assume that all airport owners want you to drop in and visit. Deviations to these guidelines are authorized in an emergency situation only.

6.10 FLIGHT APPROVAL PROCEDURES

All student pilot solo flight training is strictly supervised; therefore, an instructor must be available to authorize, to monitor if needs arise and to ensure a safe return. Current and forecast weather conditions for departure through return must meet those specified in this manual before a student pilot is released.

Arrive at least 15 minutes early for every flight. Thorough preflight action is necessary for safe and enjoyable flights. Regulations require familiarization with all available information before every flight. This must include weather reports, fuel requirements, alternatives available if the planned flight may not be completed, runway lengths of intended use, takeoff and landing performance and other pertinent operating performance items.

A FVTC instructor must authorize all flights. He may request to see:

For local flights:

- Complete weather brief
- Weight and balance calculations
- Takeoff and landing distances
- Completed itinerary (his approval required)

For cross-country flights:

- Complete weather brief
- Weight and balance calculations
- Takeoff and landing distances
- Destination airport information
- Telephone number where you can be reached (if extended stay is planned)
- Flight log (completed--out and back to KOSH)
- Flight plan (VFR or IFR)
- Current aeronautical chart(s) showing course and check points including return trip
- Completed itinerary (his approval required)

An instructor will approve a flight after considering the flight conditions, student's qualifications and any paperwork that may be required. This may be a simple flight to the practice area or a multi-leg cross-country flight. Any deviation to the posted Itinerary requires CFI approval again. Call your flight instructor or the Director to be approved again.

6.10.1 On Airport

If a diversion was made to another airport, call your instructor or the Director as soon as possible (within one hour) and give him the airport name, a contact phone number and the reason for the diversion.

If the diversion was because of weather or fuel, give the proposed rerouting and weather forecast for the intended route. Your instructor or the Director will then authorize the route or suggest an alternative. A student pilot must receive an endorsement from a flight instructor for all airports of intended landing. A diversion to an airport not listed in the student's endorsement requires an instructor's endorsement to leave that airport. The Director will coordinate with the instructor for the required endorsement via fax or other means.

6.10.2 Off Airport

Should it be necessary to land off airport, the airplane will be grounded. FVTC students will not be approved to depart from an off airport landing. A recovery team will be dispatched by the Director to assess the situation and prepare for the return of airplane by air or by ground.

6.11 NIGHT FLYING

Remember that night flight differs greatly from day flight. Navigation lights must be turned on. Carefully consider the use of anti-collision lights, taxi lights, and landing lights so you do not hinder another pilot's night vision. Logging of night time PIC is one hour after sunset to one hour before sunrise.

6.12 CROSS-COUNTRY FLYING

Cross country (XC) flying is a very rewarding phase of flight training and even after pilot certification XC provides opportunities to expand your travel reach in less time. However, XC flying demands planning and planning requires time. The better your flight planning is, including contingencies, the better the outcome of the flight. The more you plan and execute XC flying, the more efficient you become at XC planning, requiring less time. Many pilots cannot fully utilize their aircraft because they cannot cope with the complexities of XC flight into high-density traffic and unfamiliar areas. Your cross-country flight training is organized to develop the professional skills necessary to operate aircraft safely and efficiently in a variety of situations.

Note: No international XC flights are authorized.

When scheduling XC flying, the flight route must be noted in GenAv. Monitor weather while on a XC to ensure your return to KOSH so the airplane is available for the next scheduled flight. It is your responsibility to have the airplane back in time. This means you may need to cut your trip short to assure your return on time.

For your safety, it is imperative that you manage your fuel accurately. Upon refueling, complete your analysis of the comparison of anticipated to actual fuel burn. Note the reason for any deviance and visit with your instructor about your findings if you have questions or concerns.

Should you encounter enroute delays or find it necessary to land at an unplanned airport, notify your instructor of your changes and seek approval to continue your flight immediately.

All Cross-country flights must be approved by your flight instructor. The approving instructor will check your flight planning and airplane selection as a means to approve your itinerary sheet. Any deviations (excluding emergencies) from the route specified on your itinerary sheet must be re-approved by the flight instructor.

A flight instructor must dispatch all pilots in GenAv. Your instructor will also endorse your logbook (if appropriate) and personally review your flight planning if needed. Plus, he will monitor your flight by being available if you call.

6.12.1 Weather Delays

Remember to check the weather frequently and change your departure time, if necessary, to assure your on time return to KOSH. If you are prevented from returning to KOSH on time due to weather, notify your instructor ASAP. A plan to retrieve you and the airplane may be initiated by your instructor or the Director so it is critical to stay in contact with him.

6.12.2 Maintenance Delays

If you have a maintenance problem while on XC, notify your instructor or the Director. A decision will then be made as to the best solution to the maintenance problem. If you are unable to return with the airplane due to repairs, a course of action will be taken to resolve the problem ASAP.

6.12.3 Flight Following

The dispatch room computer entry is the primary means of flight following or student location. The route of flight and ETR information are necessary to depict the pilot's whereabouts. When departing on a solo cross country, the student must complete and place a copy of his flight plan in the folder next to the GenAv computer monitor, AND verify that GenAv has correctly documented the correct route that will be traveled. On dual cross country flights, the instructor will verify that the correct route is documented in GenAv.

In the event of an unscheduled landing or any change in the ETR or itinerary shown in GenAv, the pilot must contact his instructor or the Director to update his whereabouts. Solo students must obtain re-dispatch authorization from the supervising flight instructor.

On all XC flights, FSS and/or Center Control will be used.

6.12.4 Enroute Emergencies

Contact FSS if adverse weather is encountered, if you are lost or if there is any other serious problem. Use 121.5 when unable to contact the FSS. Never hesitate to confess a difficult situation; others may only be able to help when they understand the problem. ("The Three Cs" - Climb - Confess - Comply)

Student pilots are endorsed for operations at specific airports; however, in the event of an emergency, you may divert to any suitable airport. It will be necessary to receive another flight approval and instructor endorsement prior to continuing your flight. In the event of either enroute delays or weather that would cause the flight to be completed beyond sunset, the flight should be terminated at a suitable airport.

6.13 CROSS-COUNTRY POSTFLIGHT

Upon return from XC to KOSH, you must attend to the following items:

- Close your flight plan.
- Perform post flight and note discrepancies.
- Leave your fuel receipts and credit card (if appropriate) with your flight instructor.
- Verify that the aircraft is secured.

6.14 POSTFLIGHT

A post flight inspection will be performed after each flight and all discrepancies noted on the Aircraft Discrepancy Record Form located in the appropriate Aircraft Maintenance Binder. If a discrepancy is noted, follow the procedures outlined in 6.15.

All aircraft will be secured (tie-downs used or in the hanger) by the pilot immediately after he
disembarks from the aircraft. An aircraft shall never be left unattended without first being tied down or properly chocked. Upon completion of a flight, the student will ensure that the Post Flight Checklist is complete. If fueling is required, a fuel strap must be placed on the prop as appropriate. The key and Aircraft Binder shall be returned to the dispatch area.

Every FVTC aircraft is equipped with a parking brake that must be operated according to instructions outlined in the manufacturer's Pilot Operating Handbook. It is intended to compliment other devices and practices intended to prevent unwanted aircraft movement on the ground, but not used as the only source.

6.15 Discrepancy Write-Up Procedure

1. **Maintenance Discrepancy Identified:** Either faculty/intern flight instructor or faculty/intern maintenance personnel will change the status arrow of the aircraft from green/up-horizontal to red/down.
2. **Fill out Aircraft Discrepancy Record Form:** Complete all blanks on the top of this form AND place in the very front of the Aircraft Maintenance Binder.
3. **Contact the Director:** If they are not available, contact FVTC's Maintenance Manager or maintenance intern.
4. **Contact Maintenance Personnel:** The Director will contact FVTC's Maintenance Manager for corrective action decision.
5. **Maintenance Performed:** Maintenance will be performed by FVTC mechanics or will be sent over to NewView or Meyers. If maintenance is deferred in accordance with FAR91.213 (d,1), then FVTC's Maintenance Manager will fill out the necessary paperwork and place the aircraft back into service.
6. **Complete Aircraft Discrepancy Record Form:** Person performing maintenance will fill out the bottom portion of the Aircraft Discrepancy Record, place the completed yellow copy in the Maintenance Intern's mailbox and file the white copy behind Closed Discrepancy Tab.
7. **Maintenance Logbook Entry:** Logbook entries will be made by maintenance.
8. **Aircraft Status Arrow:** FVTC's Maintenance Manager will verify that the aircraft is airworthy and will change the aircraft status arrow to green/up.

6.16 ACCEPTANCE CHECKS AND FERRY OPERATIONS

Acceptance of aircraft for flight operations following an annual or 100 hour inspection will be performed by an FVTC flight instructor.

Students will not be allowed to perform acceptance checks on airplanes following any required inspections/maintenance but may participate in ferrying operations under the direction of a flight instructor.

6.17 FLIGHT IN NON-FVTC AIRCRAFT

No student or FVTC instructor may use a non-FVTC aircraft for any FVTC training activity without written approval from the Director.

Suitably rated students or FVTC Instructors may contract for and use non-FVTC aircraft for their own personal purposes subject to the terms of rental and/or arrangements made with the owner/lessor of the aircraft. FVTC insurance only covers FVTC students in FVTC aircraft, working at the direction of a FVTC Flight Instructor.

7 EMERGENCY PROCEDURES

7.1 IN-FLIGHT EMERGENCIES

Most emergency situations can be prevented by careful preflight planning, observing the operating limitations of the airplane, respecting the weather and staying alert. In an emergency situation, the occupants' welfare comes first. Maintain your composure, airspeed and airplane control. A forced landing, on or off airport, is the worst contingency, but a controlled forced landing, using established procedures, is almost always survivable.

During an emergency, maintain control of the airplane at all times; remember you are the PIC and well trained for the emergency. Use the appropriate emergency checklist. In the event of a systems failure fly to a safe altitude, prior to trouble-shooting the problem. Remember to use all your resources, including crew and passengers, controllers and even others available by radio.

Prioritize: Aviate - fly the airplane Navigate - find position and desired direction Communicate - talk

During an emergency, notify someone on emergency frequency, 121.5, or if operating within a known FAA facility, call on that frequency. State the type of emergency, then listen and comply while maintaining PIC. Also, attempt to contact TECH OPS on 123.3 for assistance.

7.1.1 Fire Precautions and Procedures

Improper engine priming creates a fire hazard. Fuel discharged during improper priming can run out onto the ground and may ignite during attempted starts. Know the checklist should a fire start on the ground. Generally you continue to crank the engine with the fuel shut off (mixture pulled out). If this does not extinguish the fire, turn off the magneto switches and master switch and evacuate the airplane.

If a fire starts in the air, exercise your memorized emergency procedures, referring to the airplane checklist to confirm your actions in dealing with the situation.

7.2 INCIDENT OR ACCIDENT

In the event of an airplane incident or accident, contact your flight instructor or the Director first as soon as practical. Do not admit fault or blame to anyone other than school officials. Give all related facts to the FAA and law enforcement officials, but not the media. Be polite and tell the media that you have "NO COMMENT." The Director will initiate contact with the appropriate people and agencies.

7.2.1 Accident or Incident Review

When an incident or accident occurs, the pilot and instructor (if dual) will be grounded immediately. Other passengers aboard will also be grounded. Each person involved must submit a written Accident or Incident Report to the Director. The Director may then call for a review of the accident or incident by the Safety Committee.

The Safety Committee will:

- review the written report(s);
- convene for a formal hearing at which all involved will present the incident or accident;
- all students/instructors may be required to answer questions for further detail; and then
- all students/instructors will await recommendations and actions.

Failure to comply with FVTC flight procedures outlined in this manual, or violation of the FAA Regulations, could result in immediate suspension or expulsion from the Flight Program. You may also be subject to FAA action.

If an incident or accident causing damage to the airplane and/or property results from pilot negligence, the pilot may be held responsible. Also, improper aircraft operations, accidents or incidents involving other aircraft outside of the FVTC fleet may also affect your flying status at FVTC.

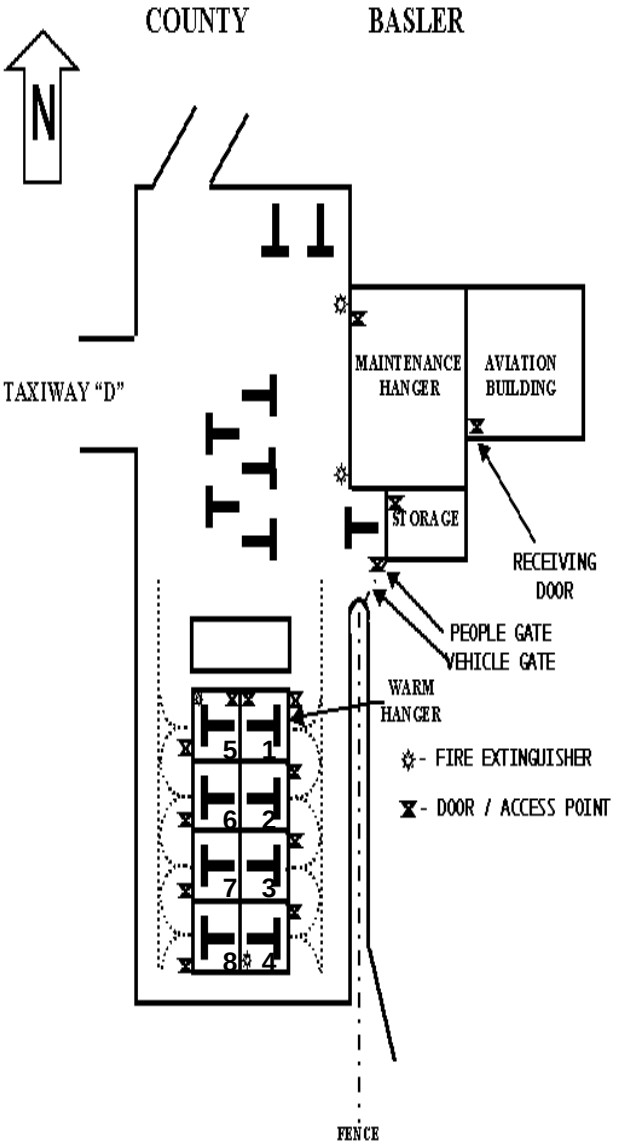
7.3 OVERDUE AIRPLANE

Any airplane more than one hour past due from the time posted in GenAv and the flight plan is considered overdue, unless the time is updated. If an airplane is overdue, the Director will initiate a search for the airplane. The following procedure will be followed:

- The Director will call the last known stop to confirm the airplane's actual time of departure and update the ETA.
- At the discretion of the Director, FSS will be contacted to request verification of the airplane's flight plan and/or initiate a search.

It is your responsibility to maintain proper communication with your flight instructor or the Director to avoid overdue airplane alerts. If a search is initiated, the PIC could be held financially liable for the search.

Appendix A


COUNTY
BASLER
N
TAXIWAY "D"
MAINTENANCE HANGER
AVIATION BUILDING
STORAGE
RECEIVING DOOR
PEOPLE GATE
VEHICLE GATE
WARM HANGER
- FIRE EXTINGUISHER
- DOOR / ACCESS POINT
5
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2
7
3
8
4
FENCE

APPENDIX B

Helpful Aviation Internet Sites

www.aeroplanner.com	Free Approach Plates
www.airtrafficcafe.com	Aviation related information site
www.aerolearn.com	Self-study courses in aviation
www.aeroplanner.com	Planner, charts, gas prices, IFR plates
www.airnav.com	Fuel prices and airport info w/pixs
www.aopa.org	Official site for AOPA
www.avmap.bizland.com	Useful for preplanning long XC trips
www.avshop.com	Pilot supplies
www.avstop.com	Cross country planning and more
www.avweb.com	Aviation news source and more
www.cessna.com	Cessna Aircraft Company and more
www.cfi.com	Links for CFIs, great helpful hints
www.chiefaircraft.com	Aircraft parts and supplies, etc.
www.cirris.sprl.umich.edu	Weather information with graphics
www.duat.com	WX briefs and flight planning
www.ezaviation.com	VOR nav. training and flight planning
www.faa.gov	Official site for the FAA
www.flysafe.faa.gov	Decision making
www.gps.faa.gov	GPS information
www.icao.int	International Civil Aeronautical Assoc.
www.intellicast.com	Weather, including good graphics
www.jfktower.com	Listen to the Tower at JFK Airport
www.kingschools.com	Pilot training materials and more
www.landings.com	Aviation news source
www.ntsb.gov	Official site on the NTSB
www.rodmachado.com	Great flight training information
www.sportys.com	Pilot supplies and much more
www.thetrip.com	A flight planning website
www.wagaero.com	Aircraft parts & supplies,novelty items
www.wiai.com	Women in Aviation International site
http://weather.gov	METARS, TAFs, & various WX info.

If you find good websites that you feel need to be posted here to help others in the flight program, please share them with the Director.