

Northwest Missouri State University

Policy and Procedures Manual

Chapter General Administrative

Section University Airplane (Use Of)

I. Purpose

Travel to conduct University business should be accomplished in the most economical and efficient manner possible. Sometimes that means using the University plane in lieu of other alternatives. Therefore, this policy explains who can use the University airplane, how to schedule it, and what occurs in the case of cancellation.

II. Policy

A. Who Can Use the University Airplane

Any University employee who needs to travel in the course of their job responsibilities and for which the travel will be paid by a University account is allowed to use the airplane. However, if it is for travel to destinations conveniently served by commercial flights, that alternative should be considered first since mere convenience is not the principal consideration for using the University airplane. When, after considering all relevant factors, use of the University airplane is deemed the appropriate mode of travel, then its use is allocated on a first-requested, first-served basis.

The sharing of flights is encouraged to provide maximum use by as many employees as possible and to save cost. However, if the University President has a need to travel to represent the University and the back-up airplane and pilot are not available, an employee who reserved the airplane first for a flight to a different location or with a widely different time schedule will be asked to make other travel arrangements.

B. How to Schedule the University Airplane

Scheduling is accomplished through a program accessed through INFO from the Kermit K95 Dialer on the University's computer system. Instructions are provided below under, "University Airplane Scheduling System and Services" on the next page.

C. What Occurs in Case of Cancellation

Cancellation of a flight can result from bad weather conditions or other flight constraints as determined by the University Pilot. In this case, the University Pilot will call the identified primary contact and discuss the anticipated weather condition the day before the flight. Weather conditions fluctuate widely. Preliminary forecasts while at best 50 percent predictive of the next day's weather forecast, provide an opportunity for passengers to make a decision to cancel immediately and arrange ground transportation or choose to wait until the morning of the flight the number of hours ahead needed to allow driving time.

A cancellation can also occur due to a required repair of the University aircraft. When an airplane repair or maintenance situation arises, the University Pilot will call the primary

Northwest Missouri State University

Policy and Procedures Manual

contact the day before the flight. The passengers will then need to make other travel arrangements.

ATTACHMENT A

University Airplane Scheduling System and Services

Effective November 4, 1996, the University inaugurated a computerized program to expedite scheduling of the University airplane. Enhancements were made February 14, 2000. Below are the instructions to follow:

- To gain access to the software, click on the K95 or ACAD icon. Then select INFO; enter your username and your password. At the dollar (\$) prompt, type in the word "airplane."
- Enter your Social Security Number and the year date (i.e., 067--for 2006-07).
- Five numbered menu choices will appear on the next screen:
 1. Create a new airplane schedule request
 2. Change or view an existing airplane schedule request
 3. View airplane schedule/reserved calendar
 4. Service set-up (Pilot only)
 5. Exit program

Follow the prompts for the choice selected. (For Menu Choice 1, see the reduced size sample of the **Airplane Scheduling System** screen on the next page.)

Written into the software program is the sending of an e-mail message upon proper completion of a scheduling request. If several stops are needed to accommodate passengers and you have questions about airport location, flying times, and the like, please call Kevin Rankin, University Pilot, at one of the following numbers:

660-582-2233 – Airport phone
660-562-7450 – cell phone

PLEASE NOTE: The <GOLD> key referred to is the NUM LOCK key on the far right keypad.

- Only the University employee who initiates an airplane schedule request using their Social Security Number may change or view an existing request by selecting menu choice number 2.
- Choice number 3 provides an opportunity for employees to view a month's calendar to see the schedule numbers of the flights already scheduled. Enter the month and year to view the calendar for the time period of interest. Reserved/requested flights are identified with a four-digit number. To view more detailed information about a scheduled flight, place the cursor (can use the arrow keys) on the flight number of interest and press <Gold D>. A message appears on the screen identifying the number of passengers, destination, departure date and time and return date and time are displayed. Press any key to return to the calendar page and <Gold Q> to get out of it.
- The N/A notation will appear on the calendar screen when the airplane is not available. This will occur when the pilot is on personal leave or vacation. When the pilot is unavailable, no flights can be scheduled because he is the only authorized pilot of the University's aircraft.

Northwest Missouri State University

Policy and Procedures Manual

- When the University's aircraft is out for servicing, another aircraft might be possible; therefore, the SS notation will appear on the calendar screen. At the time of scheduling, a message will appear to explain the situation and whether another airplane can be arranged in place of the University aircraft.
- A space is provided on the scheduling program screen to write in the location(s) where intermediate stops are needed (if applicable). It is important to supply this information to assist the pilot in filing a flight plan.
- Sharing flights is encouraged. When two or three numbers appear on a calendar date, it means that several individual requests are scheduled. This may or may not indicate that the flights are to the same destination or have the same travel time requirements. It is recommended that you view the details from the calendar page as described above. As your travel date approaches, the pilot will contact you to coordinate flight times for a shared flight.
- The schedule provides for identification of the type of ground transportation to be used. When the rental car item is selected, a message will appear which informs the individual creating the schedule that they need to make their own arrangements for a rental vehicle. Because Jefferson City is the most frequently traveled to location by the University airplane, a University van is parked at the Jefferson City airport for use by University employees.
- A second airplane and pilot are arranged through a private company (based on availability) when needed to accommodate travelers going to different destinations or having widely varying departure and return times. For example, three flights, which appear on a Wednesday, might include two flights to Jefferson City and one to Kirksville. It is likely that a separate airplane will be arranged for the Jefferson City travelers and the Kirksville passengers.
- It is imperative that the name of every passenger be entered on the computer schedule either at the time of scheduling or updated as the date of the flight approaches. This is the official manifest of the passengers on each flight and its accuracy is critical especially in the unexpected event of an aircraft incident.
- The cost for shared flights is shared also and charged according to the number of passengers whose travel is to be paid for by the identified accounts.

Northwest Missouri State University Policy and Procedures Manual

WELCOME
TO

AIRPLANE SCHEDULING SYSTEM

Please enter your Social Security Number
Leave the Social Security Number blank if you need to exist the program.

NORTHWEST MISSOURI STATE UNIVERSITY (AIRPLANE) AIRPLANE SCHEDULING SYSTEM

MAIN MENU

1. CREATE A NEW AIRPLANE SCHEDULING REQUEST
2. CHANGE OR VIEW AN EXISTING AIRPLANE SCHEDULING REQUEST
3. VIEW AIRPLANE SCHEDULE/RESERVED CALENDAR
4. SERVICE SETUP (PILOT ONLY)
5. EXIT PROGRAM

*** SELECTED CHOICE = ***

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1::Info1 - K-95
NORTHWEST MISSOURI STATE UNIVERSITY (AIRPLANE)
AIRPLANE SCHEDULING SYSTEM

Request Number: 1869

Requester Name: Kimberly Hullinger           Phone: 1671
Departure date: 08/05/2002      Time: 08:00   a.m.   p.m.
Return date: 08/06/2002       Time: 11:00   a.m.   p.m.
1. List of account number(s) for billing - account title(s) in parentheses:
   [1] 111307 (COLLEGE OF EDUCATION)   [4] ( )
   [2] ( )                               [5] ( )
   [3] ( )                               [ ] ( )
2. Meeting begin date: 08/05/2002      Time: 10:00   a.m.   p.m.
   End date: 08/06/2002      Time: 10:30   a.m.   p.m.
3. Final destination: City Lee C. Fine      State MO
4. Purpose of the trip: Cooperative Conference for School Administrators
5. If intermediate stop(s), where?

<GOLD>S=Save      <GOLD>Q=Quit Without Save & Back To Menu      <GOLD>E=Exit
<GOLD>P=Print     Next/Page Down/<GOLD>PF4=Next Screen      PF2=Help

! . . . . UT320  Help: Alt-H  Script: Alt-X  info1.nwmissouri.edu  TELNET !
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Northwest Missouri State University Policy and Procedures Manual

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1::Info1 - K-95
NORTHWEST MISSOURI STATE UNIVERSITY <AIRPLANE>
AIRPLANE SCHEDULING SYSTEM
<GOLD>Q = Quit, <GOLD>E = Exit  APRIL 2002  <GOLD>D = Display Detail Info
SUNDA  TURDAY
Req#  Departure Date/Time  Arrival Date/Time  Passenger  6
1821  04/11/2002 06:30 am  04/11/2002 03:30 pm  1
      Destination: Columbia, MO
1786  04/11/2002 07:00 am  04/12/2002 01:30 pm  3
      Destination: Jeff City, MO
      13
      20
      27
      *** PRESS ANY KEY TO CONTINUE ***

Press <GOLD>Q to quit OR position cursor to the day press <GOLD>D for more info
| . . . . UT320  Help: Alt-H  Script: Alt-X  info1.nwmissouri.edu  TELNET |
  
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1::Info1 - K-95
NORTHWEST MISSOURI STATE UNIVERSITY <AIRPLANE>
AIRPLANE SCHEDULING SYSTEM
<GOLD>Q = Quit, <GOLD>E = Exit  APRIL 2002  <GOLD>D = Display Detail Info
SUNDA  TURDAY
Req#  Departure Date/Time  Arrival Date/Time  Passenger  6
      No Request Scheduled
      13
      20
      27
      *** PRESS ANY KEY TO CONTINUE ***

Press <GOLD>Q to quit OR position cursor to the day press <GOLD>D for more info
| . . . . UT320  Help: Alt-H  Script: Alt-X  info1.nwmissouri.edu  TELNET |
  
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