

* Private Plane Transportation

Prior approval must be received before any Athletics Department employee or student-athlete can utilize a private aircraft for any University business. This includes private aircraft for recruiting, fundraising, team travel, or any other activity. Per NCAA legislation, institutions are prohibited from using private or chartered airplanes when transporting prospects.

The following procedures must be followed:

1. A request must be made to the Athletics Development Office 7 days prior to departure except in the case of emergency.
2. Should an aircraft be needed for a function that could not be reasonably scheduled, the Athletics Development Office must be notified within 48 hours prior to departure.
3. Qualified donor air services will be identified using specific standards. These standards will include, but are not limited to, pilot qualifications and certifications, liability coverage, and aircraft history, certification and maintenance. This information will be gathered in advance of University air travel from air services providers by the Office of the Vice President for Administration and Finance using the "Air Services Survey and Assessment." In this way, donated air services are assessed and pre-approved for University purposes. This assessment is completed by the Office of Vice President for Administration and Finance in consultation with the Purchasing Department and industry professionals. These guidelines and processes apply to all uses of donated aircraft undertaken by any entity of the University. No University employee shall participate in University travel on any donated aircraft unless the above policy is followed. The Office of the Vice President for Administration and Finance is responsible to ensure that information regarding donated air services is kept current and up to date. This policy does not apply to personal non-University travel undertaken by University employees on private aircraft or donor aircraft.
4. To clarify, for recruiting or other official travel not involving student athletes, use of private aircraft is permitted. Regardless of whether use of the aircraft is obtained through a formal gift (e.g. donor aircraft) or through a charter company, it must be reviewed in accordance with the University's and department's safety guidelines. In addition to a review of the aircraft's maintenance records and history, those guidelines mandate there be sufficient insurance, pilots' experience, etc., and departmental practice requires that any private airplane (turbo-prop, jet or otherwise) for University use have at least two engines and be piloted by at least two pilots. Air travel outside of these guidelines is prohibited.