

## **Use of University Airplane or Private Air Transportation Service**

**Effective Date** Tuesday, July 8, 2003

**Status** Final

**Last Revised** Wednesday, July 21, 2021

**Policy Type** [University](#)

**Contact Office**

[Flight Services](#) [Parking and Transportation Services](#)

**Oversight Executive**

[Senior Vice President for Operations and State Government Relations](#)

**Applies To**

Academic Division The Medical Center The College at Wise University-Associated Organization

**Table of Contents**

[Policy Statement](#)

[Procedures](#)

**Reason for Policy**

Establishes guidelines for use of the University's airplane and private air transportation service.

**Definition of Terms**

**[University Airplane](#)**

A Cessna 560XLS+ jet capable of seating up to seven people. The airplane is based at the General Aviation terminal at the Charlottesville-Albemarle Airport.

**Policy Statement**

The University Airplane is available as a means of providing on-demand air transportation. All flights are to be for official University business. Scheduling priority will be given to the Office of the President in reserving the University's airplane. All other units will be scheduled on a first come, first served basis. In the event of a conflict, other air transportation resources can be scheduled by the University's Flight Services Office for the requesting unit.

Private air transportation service is permitted when authorized by the traveler's dean, vice president, or designee, or in the case of a traveler employed by the Medical Center, the Medical Center Chief Executive Officer, and approved by the executive vice president/chief operating officer (EVP/COO) or president of the University.

Eligible passengers of the University's airplane or private air service requiring prior approval include:

- Employees of the University of Virginia, including the University of Virginia Medical Center, and employees of University-Associated Organizations and Corporations.
- Invited guests and spouses who are traveling in connection with University and Health System functions and activities as approved by the president, executive vice president and chief operating officer, or the senior vice president for operations in writing. [A written request to the president, EVP/COO or senior vice president for operations must include the specific University or Health System function or activity and guests' or spouse's role in that function or activity and justification for using the University airplane or transportation service.]
- Employees from other State agencies with the approval of the president, EVP/COO, or senior vice president for operations.

All flights will have a pilot and co-pilot. All flight decisions are made by the Pilot in Command. These decisions will be based on numerous factors as available at the time of the flight and include airplane performance, weather at the point of departure and destination, air traffic, pilot rest time, and/or other pertinent information. Passengers will not make or contribute to such decisions except as requested by the Pilot in Command.

### **Compliance with Policy:**

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies.

Questions about this policy should be directed to [Flight Services](#) or [Parking and Transportation Services](#).

### **Procedures**

Representatives from University schools, departments, the Medical Center, and University-Associated Organizations (UAOs) can request reservations. Flight reservations must be authorized by the department head or chairperson and approved by the executive vice president/chief operating officer or the president of the University. This authorization is granted by completing an [Air Transportation Reservation Request \(Authorization Form\)](#). Additional information may be found at the [Parking and Transportation](#) Website. Flight reservations should be made by telephoning (434-978-7806) or faxing (434-978-7797) the Air Services Office with the requester providing the following information:

- Destination.
- Departure Time or required time of arrival at destination, allowing the Pilot in Command to determine departure time.
- All passenger names and University affiliation for each leg of the trip. Names become a permanent part of the flight records.
- Purpose of the trip.
- Charging instructions, i.e. account (PTAO) information or billing address for UAOs/Corporations if University account is not appropriate.
- Time of return as either (1) time to be back in Charlottesville in which case the Pilot in Command will determine time of departure, or (2) actual time user wishes to depart for Charlottesville.
- The departmental authorization form must be received by Air Services at least 24 hours prior to the date of departure. Flights cannot be executed without documented authorization. In the case of an emergency when 24 hours' notice is not possible, the President or the Executive Vice President & COO can authorize the use of the plane by phone.

**Major Category** [Physical Resource Management](#)

**Next Scheduled Review** Monday, December 3, 2018

**Revision History**

University-Related Foundation changed to UAO 5/10/22; Added Compliance Section 7/21/21; Updated 5/5/17, 12/3/15, 3/22/12, 7/22/08, 8/2/06.

**Applies To Text**

Academic Division, the Medical Center, the College at Wise, and University-Associated Organizations.

**Last modified** February 5, 2024 - 3:11pm

**Approved By** Executive Vice President and Chief Operating Officer

**Approved Date** July 8, 2003 - 12:00pm