

## RULES AND REGULATIONS

1. All customers must disclose their accident or incident history to the CFI or owner prior to commencing training or rental privileges at Spectrum Airways.
2. No one shall take any aircraft without first being authorized by an employee of Spectrum Airways. Student pilots on solo flights MUST be signed out by an INSTRUCTOR of Spectrum Airways.
3. Licenced pilots must be able to produce their licence, current medical certificate and Spectrum Airways Currency Card to the person on duty at the flight desk when requested.
4. Licenced Pilots must declare flight itineraries in writing to the person on duty. A flight plan must be filed for any night cross-country flights. All pilots are reminded that failure to do so may be a breach of Canadian Aviation Regulations (CARS).
5. All pilots and student pilots are charged according to the aircraft Hobbs meter. Payment terms are strictly Cash, Interac, MasterCard, Visa, AMEX, or for approved customers, cheque. There are no charge accounts except where prior arrangements have been made with management of Spectrum Airways.
6. Customers who have money on account will be reimbursed after a three month period of receiving a written request.
7. All flights shall be conducted in accordance with CARS, including but not limited to; Flight over water is prohibited, minimum fuel requirements and weight and balance limits.
8. Long trips or overnight flights must be approved by Spectrum Airways, and are subject to pre-payment or deposit at the discretion of Spectrum Airways management. Flights outside of Canada, the U.S.A. or Bahamas are prohibited.
9. All rental pilots shall have a planned arrival time of 11:00 p.m. unless prior arrangements have been made with Spectrum Airways management.
10. Trips or extended bookings are subject to daily minimum charges. In the winter season (December 15 – March 14) weekdays are subject to a minimum charge of 2.0 hours, and weekends and holidays are subject to a minimum of 4.0 hours; if Hobbs time does not exceed these amounts. In the summer season (March 15 – December 14) weekdays are subject to a minimum charge of 3.0 hours, and weekends and holidays are subject to a minimum of 5.0 hours; if Hobbs time does not exceed these amounts.
11. Cancellations and “NO SHOWS” – for DUAL flights a charge of 50% of the Dual Rate will apply, and for solo/rental flights 50% of the normal rate (usually one hour usage per booked slot) will apply to ALL bookings for which the student or pilot fails to arrive or cancel far enough in advance. Spectrum requires at least four business hours notice for cancellations such that other bookings may be sought. For cancellation of a Dual morning booking, the student must contact their Instructor directly before 8:00 a.m. that morning. A charge will be imposed at the discretion of the instructor involved or staff member on duty. Exceptions will be made for extenuating circumstances. The above does not apply for poor

weather. However, students and pilots are reminded to call in advance of their booking if the weather is doubtful.

12. The pilot is responsible for all parking, landing and custom fees which are billed to Spectrum Airways – these are subject to an additional 10% administration charge. Any airports listed at the front desk as charging a landing fee, must be reported at end of flight, and a landing fee paid at that time; failure to do so, will result in a \$15.00 non-reporting fee.
13. Spectrum Airways is not responsible for any incidental costs, no matter how incurred, due to mechanical problems of aircraft, which occur away from home base – Burlington. Examples include return fare, accommodations, meals etc.
14. The pilot accepts full responsibility for returning the aircraft to home base – Burlington. This also includes any cost incurred by Spectrum Airways in recovering and returning the aircraft should the aircraft be abandoned due to weather or short term repairs.
15. If a mechanical or accidental problem occurs away from home base, the pilot must contact Spectrum Airways, and speak with management or maintenance, before any action or actions are taken, regarding the aircraft.
16. The PIC must immediately report any accidents or incidents involving Spectrum Airways aircraft at (905) 336-4010. Following an accident or incident, it is the responsibility of the PIC to personally hand the aircraft keys and Journey Log Book to a Spectrum Airways staff member.
17. Landings at unlicensed airports are prohibited, except in emergencies.
18. Use of unpaved runways, except in emergencies must be approved by Spectrum Airways. This approval will not normally be granted.
19. PROFICIENCY REQUIREMENTS  
For insurance purposes all pilots must ensure their proficiency as follows:

SINGLE ENGINE

- A) Licensed pilots with less than one hundred fifty hours total flight time must have acted as pilot-in-command, or completed a currency check on a Spectrum Airways aircraft in the past thirty days.
- B) Licensed pilots with one hundred fifty hours or more total flight time must have acted as pilot-in-command, or completed a currency check on a Spectrum Airways aircraft within the last sixty days.
- C) Recreational Pilot Permit holders with less than one hundred and fifty hours total flight time must have acted as pilot-in-command, or completed a currency check on a Spectrum Airways aircraft in the past 14 days. When total time exceeds one hundred and fifty hours, currency then becomes 30 days.
- D) Licensed pilots and Permit holders must have completed a minimum 1.0 hour long complete Proficiency check-out in the previous 12 months.
- E) Licensed pilots and Permit Holders must complete a flight that is at least 0.5 in duration in order to be current. Currency cards will only be updated at the completion of a flight of 0.5 or more of Hobbs time.

- F) Student Pilots must have flown either dual or solo in the past fourteen days, and authorization of this flight, must be made by an instructor of Spectrum Airways. Night Rating Student Pilots must have flown either dual or solo at night in the past fourteen days, and this flight, must be authorized by an instructor of Spectrum Airways. Authorization of these flights, are also at the discretion of the instructor on duty, pending other variables (egg. wind conditions etc.).

All PILOTS who do not meet the above requirements will be required to complete a currency check out ride with a Spectrum Airways instructor. Duration of this flight for single engine pilots is at the discretion of the instructor on duty.

### MULTI ENGINE

Please refer to SENECA I – Rules and Regulations

18. Insurance coverage is as follows:  
HULL: Up to market value or replacement value of the aircraft as determined by Spectrum Airways and the Insurance Company.  
LIABILITY: Two seat aircraft; two million combined single limit for all passengers.  
Four seat aircraft; three million single limit for all passengers.
19. It is understood and agreed that all pilots and their passengers use the aircraft of Spectrum Airways at their own risk, and as such assume all personal liability. No personal accident or life insurance is provided by Spectrum Airways. By signature, and by the use of the aircraft of Spectrum Airways, the pilot on behalf of him/herself and his/her heirs and executors hereby releases Spectrum airways from any claims which the pilot might make against Spectrum Airways arising from the operation or use of the aircraft of Spectrum Airways by the pilot or his/her passengers.
20. The pilot of any Spectrum Airways aircraft is responsible for the deductible portion of any damage to the aircraft no matter how caused. If he/she is found negligent, he/she is then also liable under the terms and conditions of the insurance policy in effect with regards to all exclusions or coverage. The deductible amounts are \$2,500.00 in motion/not in motion, for all single-engine aircraft.
21. The aircraft shall only be operated by the pilot signed out by Spectrum Airways and will not be used for hire or reward as defined in the Canadian Aviation Regulations (CARS).
22. All pilots must inspect and ground check the aircraft prior to flight, and agree not to take off unless the aircraft is airworthy.
23. No pets will be allowed on board any Spectrum Airways aircraft.
24. No smoking is allowed on board any Spectrum Airways aircraft.
25. No person shall HAND START a Spectrum Airways Aircraft without the Management's consent, and being fully aware of the Rules and Regulations surrounding the procedure.
26. The aircraft journey logbooks are normally kept at the flight desk during local training flights. It is the pilot's responsibility to ensure the journey log is on board the plane if the PIC intends to land at an aerodrome other than home base - Burlington.

27. Aircraft documents must remain in the aircraft. If they are removed from airport property there will be a charge levied to cover costs to replace such documents.
28. Aircraft must be left in an orderly and neat fashion, free of garbage or markings. If an aircraft is left with clean-up being required, a charge may be levied to do so.
29. Spectrum Airways daily flight sheets must be completed in full (including airtime) at the end of each flight, as these documents replace individual entries normally placed in the Aircraft Journey Logbook.
30. Spectrum Airways does not retain documentation older than 7 years (this includes PTRs, logbooks, Flight Sheets, etc.)
31. The person who discovered a defect must immediately PRINT on the Defect Control Sheet the following:
  - i) Date
  - ii) Defect (including any relevant information)
  - iii) First and last name
  - a) If the defect is discovered during the flight it must be entered on the Defect Control Sheet immediately following the flight.
  - b) The person who reports a defect must notify the on duty Technical Dispatcher.
  - c) It is the responsibility of the Pilot In Command (P.I.C.) to check the status board for any outstanding defects. If there are any outstanding defects, it is the P.I.C.'s responsibility to check the Defect Control Sheet in the front of the Journey Log prior to the flight.
  - d) Should the aircraft become unserviceable away from the main base; the P.I.C. will contact the Maintenance Coordinator or Chief Flight Instructor for advice and instructions.
31. Spectrum Airways prices and charges are subject to change without notification.

I, \_\_\_\_\_ have read, fully understand and agree to be bound by the above Rules and Regulations, and acknowledge receipt of a copy of them.

WITNESS

X \_\_\_\_\_  
of Spectrum Airways

SIGNATURE

X \_\_\_\_\_

LICENCE # \_\_\_\_\_

DATED: \_\_\_\_\_