

Spectrum Airways

Rules and Regulations

The Rules and Regulations of Spectrum Airways provide policies and procedures in order to rent a Spectrum aircraft. It outlines the expectations of our member Pilots when they have possession of our aircraft.

A. DEFINITIONS

CFI: Chief Flight Instructor.

Dual: a flight with an instructor on board the aircraft.

Student: an individual who meets all of the requirements as set out by Transport Canada and holds the proper licence to fly a plane solo under the supervision of a flight instructor. Passenger carrying is prohibited.

Solo: student flights without an instructor on board the aircraft.

Rental: flights conducted by a licensed pilot and not for the purpose of obtaining a license or rating.

Air Time: time up is local time of the first takeoff. Time down is local time of the last landing. The 24 hour clock system is used to record times.

Hobbs Time: time recorded using the Hobbs meter in the aircraft. Record the rightmost 3 digits for the beginning and end of the flight.

Authorizing Signature: Signature of the person authorizing the flight on the daily flight sheet by signing in the authorization column.

CARS: Canadian Aviation Regulations.

Licensed Pilot: an individual who meets all of the requirements as set out by Transport Canada and holds a valid licence to fly a plane without the supervision of a flight instructor.

PIC: Pilot in command. An individual who has the proper licence and ratings for the flight and has signed out on the Daily Flight Log as being the PIC.

Pilot: Student, Licensed Pilot or PIC, as the case may be.

CZBA: Burlington Executive Airport.

CFS: Canadian Flight Supplement.

Home base: Burlington Executive Airport CZBA.

Technical Dispatcher: Any ramp personnel or flight instructor.

B. RULES AND REGULATIONS

1. All Pilots must disclose their accident, incident and/or violation history to the CFI prior to commencing training or rental privileges at Spectrum Airways.
2. Licensed Pilots must be able to produce their licence, current medical certificate, radio operator certificate and Spectrum Airways Currency Card when requested.
3. All Pilots are required to fill out an entry on the Daily Flight Sheet, sign for the flight and obtain an authorizing signature prior to the flight. At the conclusion of their flight, PIC's will complete the Daily Flight Sheet by inserting the air time and the Hobbs time. If more than one leg is planned, fill out a separate entry for each leg. Student pilots on solo flights must be signed out by an instructor.
4. Licensed Pilots must declare flight itineraries in writing to a Spectrum Airways employee. 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 CARS.
5. All flights are charged according to the aircraft Hobbs meter. Payment terms are strictly cash, debit, MasterCard, Visa, AMEX, or for approved customers, cheque and must be made upon completion of service.
6. Customers who have money on account and wish to be reimbursed must provide a written request. Monies will be refunded after a three month period after receiving the written request.
7. Flights shall be conducted in accordance with CARS and the regulators of any foreign country, including but not limited to: flight over water limitations, 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. Pilots shall have a planned arrival time of no later than 23:00 local time unless prior arrangements have been made with Spectrum Airways management.
10. Trips or extended bookings greater than 6 hours require management approval and are subject to the following daily minimum charges:

Winter Season (December 15 – March 14)

- C172R/SP are subject to a minimum charge of 4.0 hours if Hobbs time does not exceed these amounts.
- All other aircraft subject to a minimum charge of 2.0 hours on weekdays and 4.0 hours on weekends and holidays if Hobbs time does not exceed these amounts.

Summer Season (March 15 – December 14)

- C172 R/SP subject to a minimum of 5.0 hours if Hobbs time does not exceed these amounts.
- All other aircraft are subject to a minimum charge of 3.0 hours on weekdays and 5.0 hours on weekends and holidays if Hobbs time does not exceed these amounts.

These charges are at the discretion of management and are subject to change without notice.

11. No Show and Late Cancellation

- A 12 hour notice is required for all cancellations
- For Solo and Dual flights you will be charged 50% of the booked time for the aircraft reserved. For Dual flights you will also be charged a no show instructor fee.
- If you cancel a morning booking, you must also contact the instructor directly before 8:00 a.m. If you do not contact the instructor, a no show instructor fee may be charged at the discretion of the instructor.
- Cancellation fees do not apply to bad weather days. Students are reminded to contact their instructor in advance of their booking if the weather is doubtful.

12. The Pilot is responsible for all parking, landing and customs fees which are billed to Spectrum Airways. These are subject to an additional 10% administration charge. Any airports charging a landing fee must be reported at end of flight, and the 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 with aircraft that occur away from home base – Burlington Executive Airport CZBA. Examples include return fare, accommodations, meals etc.

14. The Pilot accepts full responsibility for returning the aircraft to home base. This 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 actions are taken regarding the aircraft. Contact phone numbers may be found in the document pouch.

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 deliver the aircraft keys and Journey Log Book to a Spectrum Airways staff member.

17. Landings at unregistered airports are prohibited, except in emergencies.

18. Except in emergencies, use of unpaved runways must be approved by the CFI. This approval will not normally be granted.

19. For insurance purposes all Pilots must ensure their proficiency as follows:

Single Engine Aircraft

- 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 in the previous 12 months.
- e) A type check and model check must be made prior to first time rental or solo of that type of aircraft.
- f) Licensed Pilots and permit holders must complete a flight that is at least 0.5 hours in duration in order to be current. Currency cards will only be updated at the completion of a flight of 0.5 hours or more of Hobbs time.
- g) 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. 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. Authorization of these flights are also at the discretion of the instructor on duty.

Pilots who do not meet the currency requirements will be required to complete a currency check flight with a Spectrum Airways instructor. The duration of this flight is at the discretion of the instructor.

Multi Engine Aircraft

- a) In order to qualify to rent this aircraft, a minimum of 20 hours total time on a multi-engine aircraft is required. A Pilot with less than 50 hours multi-engine time must have completed 10 hours dual on type out of CZBA. A Pilot with 50 or more hours of multi-engine time must have completed 5 hours of dual on type flying out of CZBA. The only exception is flight tests with a Transport Canada Inspector or Pilot Examiner on board.
 - b) A minimum of one hour currency check must be completed
 - i. During daylight for rental DAY ONLY.
 - ii. During night for both DAY and NIGHT rental.
 - c) A mandatory currency check within the previous six months is required, regardless of currency on other aircraft. Currency flights must be one hour minimum in length to qualify, and time between flights shall not exceed 30 days.
 - d) Non-instrument rated Pilots are restricted to daily rental only. Instrument rated pilots may take the aircraft for extended periods, subject to management approval.
 - e) The PIC is responsible for any and all costs incurred for the retrieval of the aircraft from any base, if the Pilot fails to bring the aircraft back to Burlington at the designated time.
 - f) During landing & take-off, the crosswind component shall not exceed the maximum demonstrated crosswind of the aircraft as published in the POH.
 - g) Gravel and/or grass runway take-offs or landings are not permitted.
 - h) Touch-and-goes are not permitted on runways shorter than 4000 ft LDA (Landing Distance Available) as published in the current CFS.
 - i) Only airports that are registered and published in the CFS are to be used.
20. The deductible amount for all aircraft is \$5,000.00 in motion / not in motion.
21. 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.

22. The PIC of any Spectrum aircraft is responsible for the entire deductible portion of Spectrum's insurance policy.
23. If the PIC is found negligent by the insurance company, he/she shall be responsible for any and all expenses which may result from exclusions of coverage under the terms and conditions of said policy.
24. It is understood and agreed that all Pilots and passengers use the Spectrum aircraft at their own risk, and as such, assume all personal liability.
25. No personal accident or life insurance coverage is provided by Spectrum.
26. It is understood and agreed that Spectrum shall be held harmless from and against any and all claims, actions, suits, demands, assessments, or judgments asserted, and any and all losses, liabilities, damages, costs, and expenses (including, without limitation to, legal fees, accounting fees, and investigation costs to the extent permitted by law) alleged or incurred arising out of or relating to any operations, acts, omissions of the PIC that leads to any disability, injury or death of a person and/or damage to an aircraft or related property.
27. It is the responsibility of the PIC to understand the insurance policies, which may, from time to time, change.
28. The aircraft shall only be operated by the PIC specified on the daily flight sheet and will not be used for hire or reward as defined in the Canadian Aviation Regulations (CARS).
29. All Pilots must inspect and ground check the aircraft prior to flight, and agree not to take off unless the aircraft is airworthy.
30. Pets are not allowed on board any Spectrum Airways aircraft.
31. Smoking is not allowed on board any Spectrum Airways aircraft.
32. No food or drink (except water) is allowed on board any Spectrum Airways aircraft.
33. No person shall hand start a Spectrum Airways Aircraft.
34. The aircraft journey logbooks and documents are dispatched to the PIC before each flight. It is the Pilot's responsibility to ensure the journey log is on board the plane if the PIC intends to land and shut down at an aerodrome other than home base – Burlington Executive Airport (CZBA).
35. Aircraft journey logs, documents and keys must be returned to Spectrum Airways staff after each flight. If they are removed from airport property there will be a charge levied to cover the cost of replacement.
36. 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.
37. 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 log.

38. Spectrum Airways does not retain documentation older than three years (this includes PTRs, logbooks, Flight Sheets, student files, etc.)
39. Any person who discovers a defect must immediately print on the Defect Control Sheet the following:
- i) Date (YYYY-MM-DD)
 - ii) Description of the 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 records a defect must notify a Technical Dispatcher.
 - c) It is the responsibility of the Pilot In Command (P.I.C.) to check the Journey Log 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.
40. Spectrum Airways prices and charges are subject to change without notice.

FLYING PRIVILEGES WILL NOT BE GRANTED UNTIL SPECTRUM AIRWAYS RULES AND REGULATIONS ARE SIGNED AND WITNESSED.

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

WITNESS

X _____
of Spectrum Airways

SIGNATURE

X _____

LICENCE # _____
(if applicable)

DATE: _____

SIGNATURE OF PARENT/ LEGAL GUARDIAN
(for students under the age of 18)

X _____