

AIR TRAVEL

All University air travel and all air travel sponsored by a student organization, a faculty organization or any other organization affiliated with Hofstra University, Hofstra University Club, Hofstra University Alumni and/or with any combination thereof, will utilize only those aircraft operators which satisfy the conditions outlined in Section A. or Section B. of this Policy Series. In order to insure compliance with the criteria established in this Series, organizations listed above are required to process Request for Air Travel through the Director of Purchasing.

- A. Operators of civilian aircraft must satisfy conditions listed under 1 or 2 and all other numbered paragraphs thereafter.
1. Is engaged in scheduled passenger air transportation as a common carrier. For purposes of this provision, "scheduled passenger air transportation" is the authorized transportation of passengers by aircraft between the same two points with at least the following frequency:
 - a. Two flights, or one round trip a week on the same day or days of the week for eight or more weeks in any 90 consecutive days; or
 - b. a total of 36 or more flights or 18 or more round trips in any 90 consecutive days:

OR

2. Is a supplemental air carrier which has continuously operated jet aircraft, with whatever governmental authority was required therefore, for a period of at least five years immediately prior to the particular requested flight.
3. Used for the particular flight, either equipment owned and operated by the civilian aircraft operator, or by another civilian aircraft operator which meets all of the requirements of Item 1. Civilian aircraft operators shall be deemed to own equipment which it operates, regardless of a financing or leasing arrangement by the terms of which legal title to the equipment is retained by a financing or leasing corporation institution;

AND

4. Provides the University with a certificate of liability insurance in force covering bodily injury or death of University passengers in the amounts and subject to terms, conditions, and authorized exclusions equivalent to that coverage required by the regulations of the Civil Aeronautics Board.

AND

5. Holds operations specifications in force, issued by the Federal Aviation Agency, authorizing the conduct of air operations to and from the airports of origin and destination and all scheduled intermediate stops for such airports of the particular flight which are within the continental United States;

AND

6. Satisfies one of the following:
 - a. Is an "air carrier" as defined by the Federal Aviation Regulations

AND

- (1) Holds an operating certificate issued by the Federal Aviation Agency; AND
- (2) Holds a certificate of public convenience and necessity;

OR

- b. Is a "foreign air carrier" as that term is defined in the Federal Aviation Regulations

AND

- (1) Holds operations specifications issued by the Federal Aviation Agency; AND
- (2) Holds a permit to engage in foreign air transportation issued by the Civil Aeronautics Board;

OR

- c. Is a "commercial operator" as that term is defined in the Federal Aviation Regulations

AND

- (1) Holds an operating certificate issued by the Federal Aviation Agency:

AND

- (2) Holds authority issued by the Federal Aviation Agency to carry passengers for compensation or hire as a common carrier; AND
- (3) Holds required State of New York licenses and certificates; AND
- (4) Has operated in scheduled passenger air transportation as a common carrier, with whatever governmental authority was required therefore unsuspended

and unrevoked for at least five years immediately prior to the particular air travel.

B. United States Armed Forces Flights where the provisions of each of the following lettered sub-divisions are satisfied;

1. The flight is:

- a. For the purpose of flight instruction of a student or students enrolled in a Hofstra University program, and will constitute flight instruction within the meaning of Chapter 103 of Title 10 of the United States Code (providing for the Senior Reserve Officers' Training Corps), and is either on equipment operated by a civilian, private operator pursuant to a contract between the particular branch of Armed Forces in which the student is enrolled, and such civilian private operator in which case the latter shall meet all applicable requirements of the Federal Aviation Agency, the Civil Aeronautics Board and New York State, is on equipment operated by such branch of said Armed Forces; provided, that in either case, the commander of such ROTC detachment certifies to the President of the University that all of the requirements have been satisfied; OR
- b. For any purpose other than flight instruction the flight shall be on equipment owned and operated by the United States Armed Forces, or on equipment owned and operated by a civilian aircraft operator operating pursuant to contract with the United States Armed Forces, where such private aircraft operator satisfies each of the requisites of Section A of this series.

2. The flight has been fully authorized by:

- a. The commander of the ROTC detachment at Hofstra University in the case of any flight of students enrolled in the ROTC program where the flight is in support of the orientation, education or training of such students in that program;
- b. Appropriate Army authority in the case of all other Army or Air Force flights;

3. It shall also be necessary that:

- a. In the case of any flight under provisions of Paragraph B 1(b), the commander of the ROTC detachment at Hofstra University shall certify to the University President that the proposed flight will be a flight or flight instruction under Chapter 103 of Title 10 of the United States Code.
- b. In the case of any flight, students flying shall first obtain, or have obtained on their behalf, trip life insurance in an amount not less than \$50,000; covering such flight.