

## ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.1.13.</b>		
<b>CHAPTER:</b> <b>General</b>	<b>ISSUED:</b> 1988	<b>REV. A</b> 4/24/97	<b>REV. B</b> 10/24/12
<b>POLICY:</b> <b>Noncommercial Aircraft</b>	<b>PAGE 1 OF 1</b>		

### **PURPOSE**

Creighton University's noncommercial aircraft policy is designed to protect employees and the University from liability related to air travel during University or University-related business.

### **POLICY**

In certain instances, travel on noncommercial aircraft may be more economical or more efficient than commercial air travel. Prior to traveling on a noncommercial aircraft, the employee is responsible for verifying that the owner of the aircraft has the following minimum levels of liability insurance coverage:

- i) Fewer than ten passengers                      \$5 million
- ii) Over ten passengers                              \$50 million

Unless an exception is granted as outlined in Administration and Interpretation, no University employee may act as pilot, copilot, or crew member of any airplane, helicopter, or other aircraft while traveling on or performing University or University-related business. This includes attendance at meetings, seminars, or conventions relating to University business or professional development.

### **SCOPE**

This policy applies to all employees of Creighton University.

### **ADMINISTRATION AND INTERPRETATIONS**

Questions about this policy can be directed to the University Risk Management Office for review.

Request for exceptions must be made by submitting a completed Employee Operated Aircraft Questionnaire through the appropriate Vice Presidential Office to the Senior Vice President for Operations. Copies of the completed, approved Questionnaires will be retained in the University Risk Management Office. Approvals must be updated annually.

### **AMENDMENTS OR TERMINATIONS OF THIS POLICY**

Creighton University reserves the right to modify, amend, or terminate this policy at any time.