AIRCRAFT CHARTER

APPLICATION PROCESS: A University aircraft charter involves the exclusive use of an airplane by the University. Departments or University employees who wish to charter an aircraft on behalf of the University must work with the Purchasing Department to arrange aircraft charters.

1) The department must complete an Application to Charter Aircraft.

2) Request current Aircraft Insurance Requirements from UCSB Risk Management.

3) Create a Gateway requisition and attach the completed Application to Charter Aircraft form. In the “Internal Notes” section write: “We’ve requested COI from the vendor”

4) All aircraft charters must be approved by the Chancellor.

5) All other requirements of Business & Finance Bulletin G-28 and Business & Finance Bulletin BUS-63 shall apply.

INSURANCE: The University requires aircraft operators to provide proof of insurance as described in the attached BUS-63, Exh. B., Insurance and Indemnification Guidelines for the Use of Aircraft Not Owned by the University. Marsh will provide a template describing the precise insurance requirements but, for charters of general aviation aircraft (Third Level, Non-
Scheduled) not exceeding passenger and crew capacity of 20 persons, the insurance requirements will be more or less as follows:

1)  Certificate shall show $10,000,000 each occurrence Aircraft Liability, Combined Single Limit Bodily Injury and Property Damage, including Passenger Legal Liability Insurance (the Aspen Helicopter certificate complies with this requirement).

2)  Certificate shall name the Regents of the University of California as the certificate holder and as additional insured (I think the Aspen Helicopter certificate complies with this requirement).

3)  Certificate shall include cross liability and a clause stating that the insurance is primary and not contributory with or excess of over any insurance carried by the University (don’t think the Aspen Helicopter certificate complies with the first requirement; does comply with the second).

4)  Certificate shall show Aircraft Hull Insurance covering the aircraft against all risks of loss or damage for the full replacement value of the aircraft (the Aspen Helicopter certificate does not fully comply with this requirement).

5)  Certificate shall show Workers’ Compensation and Employer’s Liability Insurance (the Aspen Helicopter certificate does not comply with this requirement).

6)  Certificate shall provide for advance written notice of
modification, change, or cancellation of the coverage.

In addition the Purchasing Department’s charter agreement must contain the indemnification provision described in BUS-63, Exh. B., Insurance and Indemnification Guidelines for the Use of Aircraft Not Owned by the University.

Please let me know if you have any questions. Thank you.

Lee Mudrick

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