

OSBHE FINANCIAL ADMINISTRATION STANDARD OPERATING MANUAL

This policy was developed prior to implementation of Banner FIS. Therefore, specific information related to the previous accounting system (FMS) is no longer relevant. This policy is made available on-line since certain general principles are still applicable. If you have questions, please contact the Controller's Division at (541) 737-3636 / cdwebmaster@ous.edu. Applicable sections of this policy will be transitioned to the new Fiscal Policy format as time and resources permit.

07.08 AVIATION INSURANCE (Last Revised 08/89)

A COVERAGE

Employees and agents operating aircraft on official business are provided insurance coverage for liability claims and damage to the aircraft to the extent described in this section.

[1] Insurance Fund

The State Insurance Fund provides protection against liability claims as described in section 07.03, Insurance Fund - Liability. State coverage supplements the employee's personal aircraft insurance and any other insurance on leased or controlled aircraft.

[2] Aircraft Hull Insurance

State owned aircraft are covered by the Insurance Fund. Employee owned aircraft are not covered by any State or Department of Higher Education insurance. Aircraft on long-term lease may be covered by the Insurance Fund when all of the following conditions are met:

- a. There is written agreement with the owner that the Department of Higher Education will provide insurance,
- b. The Controller's Division has notified Risk Management Division of the aircraft, and
- c. Risk Management Division has approved insuring the aircraft.

B PILOT MINIMUM REQUIREMENTS

The State's commercial aviation insurance requires the employee pilot to have a current medical certificate and meet the pilot qualifications for the aircraft type used. Institutions must ensure that employee's flying on the institution's behalf meet or exceed the following minimum pilot qualifications:

[1] Single engine airplane:

Current private or commercial pilot's license; 500 total hours as pilot in command; and 25 hours in the make and model flown.

[2] Multi-engine airplane:

Current commercial pilot's license; 1,500 total hours as pilot in command; 500 hours in multi-engine aircraft; and 25 hours in the make and model flown.

[3] Helicopter

Current commercial pilot's license with a rotary wing rating; 500 total logged hours as pilot in

command of rotary wing aircraft; and 25 hours in the make and model flown.

C CLAIMS

Liability claims and reports of possible liability claims are reported in accordance with section 07.03, Insurance Fund - Liability, paragraphs B[1] - B[6].