

# DOUBLE BRIDGES AVIATION STANDARD OPERATING PROCEDURES

18 Jan 2016

**INTRODUCTION:** This SOP provides general guidance for training and operating aircraft at Double Bridges Aviation. All persons, including rental pilots, student pilots, and flight instructors, acting as pilots in aircraft operated by this school, will maintain familiarity with and are expected to abide by this SOP. Since there are sure to be changes from time to time, any change will be posted prominently in the flight briefing area. CFI's will be responsible for providing this SOP to students and renters being checked out.

## I. Administrative

### 1. The following forms will be on file before flying our aircraft

#### a. Rental checkouts

- Copy of FAA Pilot Certificate
- Copy of FAA Medical Certificate
- Picture ID
- Copy of most recent page of logbook and page showing flight review if applicable.
- Completed Double Bridges Aviation Flight Packet
- Double Bridges Aircraft Checkout quiz and CFI signoff form (before solo.)
- Non-Aircraft Owner Renters Insurance copy showing coverage dates/amounts  
Cessna 172's=\$10,000.00 hull damage; Multi/Complex=\$20,000.00 hull damage. (Prior to acting as PIC in our aircraft.)

#### b. Student Pilots

- Picture ID
- Completed Double Bridges Aviation Flight Packet
- Copy of FAA Pilot Certificate (if he/she has one)
- Copy of proof of citizenship, endorsed by instructor or manager that original form has been seen (birth certificate, passport, or naturalization certificate)
- Copy of FAA Medical Certificate (Military Up Slip classifies as 3rd Class Medical)
- Double Bridges Aircraft Checkout quiz and CFI signoff form (before solo)
- Pre-Solo Test prior to solo (holders of Student Pilot Certificate)
- Non-Aircraft Owner Renters Insurance copy showing coverage dates/amounts  
Cessna 172's=\$10,000.00 hull damage; Multi/Complex=\$20,000.00 hull damage. (Prior to Solo.)

### 2. Method of Payment

- a. Double Bridges Aviation accepts payment in the form of VISA/MASTERCARD, Discover Card, Personal Check or Cash.
- b. All flights will be paid for upon completion of flight - no balances will be carried
- c. If office closed, payment may be left in payment drop next to office window
- d. If building closed, payment may be left in aircraft book in aircraft
- e. All renters and students are encouraged to leave a sum of money in escrow with Double Bridges; any funds on deposit when the individual ceases doing business with the School will be promptly refunded. Paying from escrow makes weekend and evening flights much more convenient to all concerned.
- f. Aircraft are rented wet (fuel included.) Pilots refueling away from Enterprise will be reimbursed at the current rate of Enterprise Airport (KEDN), or if payment for fuel price away from Enterprise Airport is less than our current rate, then you will be reimbursed the actual cost. Please attach fuel receipts with aircraft rental sheet upon your return to Double Bridges Aviation.

## II. Operations

1. All persons operating Double Bridges aircraft WILL adhere to all applicable FAR and AIM procedures. This includes AIM recommended traffic pattern procedures.
2. Pilots flying to other airports WILL familiarize themselves with airport information, such as traffic pattern altitude and direction, noise abatement procedures, etc. Double Bridges aircraft ARE NOT to be landed on grass / sand landing strips.
3. Aircraft scheduled for flight will become available for other renters fifteen minutes after the scheduled reservation if the scheduled pilot is not present. If a flight is to be cancelled, call the office as soon as possible or delete the flight from the "On-Line Schedule" so the aircraft will be available for others.
4. Each flight planned to destinations 50nm or more from Enterprise Municipal (EDN) WILL have a flight plan filed with FAA (either IFR or VFR) and a paper copy of that flight plan WILL BE FILED WITH THE OFFICE AT DOUBLE BRIDGES. When the office is closed, a copy may be left on the counter in front of the office window.
5. Persons using the last form in the aircraft book (rental sheet, weight and balance form, Log forms, squawk sheet) WILL inform the office that the forms must be replenished, either personally or by leaving a note with the rental/payment sheet. You may also use the copy machine provided by the school to make additional copies, if needed.
6. Parking and securing
  - a. Aircraft parked at Double Bridges WILL be properly secured in accordance with aircraft checklist.
  - b. Aircraft parked at other locations will be tied down and locked as best as possible. The aircraft book WILL NOT be left in the aircraft away from Double Bridges EXCEPT by arrangement with management in the event of an aircraft left parked due to maintenance.
7. Aircraft will be refueled after each flight. If this cannot be done for a good reason (refuel closed, raining, etc.), note that reason in the aircraft log and on rental sheet. Instructors may make more than one flight without refueling, or may arrange with the following instructor to leave aircraft partially fueled, in which case the following pilot will be responsible to refuel.
8. DO NOT leave trash in the aircraft. This includes loose paper, soda cans and bottles, used paper towels, etc. If you find trash in the aircraft, please dispose of it. Management maintains the aircraft as well as possible, but cannot clean them out after every flight. If you appreciate a clean aircraft, LEAVE IT THAT WAY.
9. Cross country flights generally will not be scheduled for flights of more than 300nm from Enterprise. Overnight stays and flights of greater than 300nm and less than 500nm must be approved by the Chief Flight Instructor and will be based on availability of aircraft for training, experience level of individual requesting the flight, and likelihood of successful completion (weather, time constraints.) **Flights of greater than 500nm WILL NOT BE ALLOWED** unless approved by management. Such flights will not receive final approval more than seven days prior to the proposed departure.  
**\*\*Note: we are primarily a flight school, not a rental agency.**
10. Aircraft scheduled for the entire day (8am – 5pm) and overnight requires a one hour deposit upon scheduling and will be charged minimum rental of 3 hours per day.

## III. Maintenance

1. Each aircraft book has all maintenance inspection times, accomplished and due, on the first page. It is the pilot's responsibility to ensure the plane is not operated beyond a due inspection.
2. Each aircraft book has copies of Double Bridges' maintenance policy and use of radios. Please read and comply before operating aircraft or departing cross country.
3. Write up any faults found on the discrepancy log in the aircraft book, AND REPORT TO THE OFFICE OR CHIEF MECHANIC if possible.
4. If a fault occurs or is found which may ground the aircraft, leave a LARGE and OBVIOUS note on the aircraft book. The aircraft will not be flown until repaired or released by the chief mechanic or chief instructor pilot.

5. In the event of a mishap with suspected damage, the aircraft will not be flown without approval from the Chief Mechanic. In the event of ANY KNOWN DAMAGE, no matter how minor, the aircraft will be inspected and/or repaired before being released for flight.

#### IV. Security

1. Aircraft will be tied down and locked after each flight (unless aircraft is scheduled out again).
2. Aircraft book and keys will not be left in the aircraft except by arrangement with management.
3. Aircraft parked on airport ramps away from Enterprise will be locked and tied down; the aircraft book and keys will NEVER be left in the aircraft away from Enterprise except as noted above (see Operations Para 6, Parking and Securing)
4. Pilots with scheduled flights after office hours or Sundays will sign for a gate key to gain access to aircraft. This key must be returned when the aircraft is returned. Instructors with key access to the office will access aircraft through office building.
5. Aircraft books and keys will be secured in the office except by prior arrangement with instructors or pilots scheduled to fly after hours.
6. Gate key will not be issued permanently except to the Chief Mechanic and Airport Manager. Any other person needing access through the gate will sign for a key from the office and return it when done.
7. All Flight Instructors and Personnel are required to complete TSA Security Training annually.

#### V. Renter's Obligations

1. Once you have had an Aircraft Checkout with one of Double Bridges Aviation Certified Flight Instructors, you are eligible to fly based on Aircraft availability. However, if the aircraft is needed for a Check Ride for a student Pilot in training, then we ask for your cooperation in allowing that student priority for the aircraft. If you have previously scheduled a particular aircraft in advance we will do our best to notify you as soon as possible if alternative arrangements need to be made.
2. If you previously have had an Aircraft Checkout at Double Bridges Aviation but have not flown our Aircraft within (6) six months of that checkout, then you are required to have another Checkout before acting as PIC (Pilot In Command) in our Aircraft. Also, your Non-Owned Aircraft Renter's Insurance must be up to date before any flight is scheduled.