



EXECUTIVE FLIGHT INSTITUTE

Policies & Procedures Manual

Revised 6/7/24

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REVISIONS

Change Log

Rev #	Changes Made
1	Added SR 20 checkout requirements
2	Incorporated financial, liability and rental policies from new renter packets
3	Added edits recommended by Jeff, added EFI student pilot policies, change bars from Rev 2 remain
4	Replaced multi-engine Piper Seneca with Beechcraft Duchess (BE-76)
5	Complete re-write for Part 141 compliance
6	Change of address, fueling preferences, online schedule system
7	Complete re-write for continuity and clarity
8	Updated/corrected verbiage, added flight plan policy to scheduling guidelines policy for cross country flights, added Piper Archer to standard checkout policies and deleted Cirrus, added note about navigation lights to Taxi operations, updated item #1 under Simulated Engine
9	Added staff discount policy, updated table of contents

List of Effective Pages

Page	Revision	Date
1	9	6/7/24
2	7	8/24/20
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9	9	6/7/24
10	8	7/28/23
11	7	8/24/20
12	8	7/28/23
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19	7	8/24/20
20	8	7/23/23
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24	7	8/24/20
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28	deleted	8/24/20

GENERAL

This manual provides the necessary safety procedures and practices for EFI Flight School in compliance with 14 CFR 141.93. EFI will keep this manual current with revisions as necessary. A current copy will be available for download on the EFI website and Flight Schedule Pro.

It is the responsibility of the recipients of this manual to keep their copy of this manual up to date with the changes and additions furnished by EFI Flight School. All EFI Flight School flight, ground, maintenance personnel, and students will use this manual in the conduct of operations.

If there is a conflict between this document and Federal Aviation Regulations, or Public Law, the Federal Aviation Regulations or Public Law will apply.

SCHEDULING & DISPATCH PROCEDURES

Online Schedule

EFI provides scheduling through an online system, Flight Schedule Pro. Registration and approval are required before you are granted scheduling rights. You can access the online system via www.flyefi.com. Once you become a registered user, you may schedule lessons and aircraft rentals on your own (the preferred method). You can also schedule by contacting the school office during regular business hours.

Scheduling Guidelines

Instructional/Local Flights	Please schedule at least 2 hour blocks. The extra time may be needed to allow for fueling, preflight, and ATC ground or flight delays.
Cross-Country Flights	All cross-country flights need to be scheduled accordingly, and allow time for fueling, preflight, and ATC ground or flight delays. A flight plan summary with intended stops must be entered in the comments section of an aircraft rental reservation.
Ground Lessons	Ground lessons are usually scheduled by the Flight Instructor, however students may schedule ground lessons as needed.

Rental Minimum Charges

Aircraft rentals will be charged a minimum flight time based on the following table:

Flight Time Reserved	Minimum Hours Charged
2-4 hours	No minimum
4-8 hours	1.5 hours
8-12 hours	2 hours
12-24 hours	3 hours
24 hours +	3 hours per day

Aircraft Availability

If an aircraft is not available at the scheduled time due to routine or unscheduled maintenance, flight delay or extenuating circumstances, another aircraft may be dispatched in its place. If a replacement is not available, a scheduled flight may be cancelled.

Late Returns

It is the pilot's responsibility to return the aircraft by the scheduled due-back time. If an extension is necessary for any reason, you must notify EFI as soon as possible.

Cancellations

Aircraft rentals and dual lessons may be cancelled for any reason without charge if there is a minimum of 12 hours notice given. If less than 12 hours notice is given and weather or illness is not a factor, the student/renter will be charged a no-show fee. The fee is (1) hour of instruction time. After 3 no-shows, the student/renter will be charged the full (2) hours of scheduled instruction time. **Only a CFI can weather-cancel an instructional flight.**

Renter's Insurance

All renters are required to obtain Renter's Insurance. The minimum hull liability coverage (physical damage) required for a C150/172 is \$40,000, while the Duchess, Cirrus and N6238A have a minimum hull damage requirement of \$60,000. All other policy limits are up the renter's discretion. Students are not required to obtain this coverage until they are ready to solo. Proof of coverage must be on file with EFI.

Renter Qualifications

Anyone who rents an aircraft from EFI, including students, must satisfy the following requirements:

1. Hold appropriate certificates and/or ratings for the specific aircraft to be rented, with copies provided.
2. Hold a current medical certificate or Basic Med with a copy provided.
3. Complete student/renter enrollment forms.
4. Provide a valid state or government photo ID.
5. Sign an EFI Flight School Rental Agreement.
6. Pass a flight check in the specific aircraft to be rented with an EFI instructor, unless already approved through training.
7. Maintain 90 day landing currency to carry passengers as required by FAR 61.57.
8. Meet the flight review requirements of FAR 61.56.
9. Provide proof of Renter's Insurance with the required minimum hull coverage of \$40,000 for single-engine aircraft and \$60,000 for multi-engine aircraft.

Billing

All rental charges and outstanding balances are due upon check in. Renters must maintain a valid credit card on file. Outstanding balances will result in loss of rental privileges. Aircraft keys and other equipment (headsets, iPads, ect.) must be returned in good condition or replacement costs will be billed to the renter.

Reimbursement

EFI will reimburse renters for all fuel and oil purchased away from F70. However, there will be no reimbursement for ramp fees, landing fees, facility fees or additional fuel surcharges. Fuel purchased by the renter outside of French Valley Airport will be reimbursed at the current EFI fueling rate with the FBO. Please retain receipt for reimbursement and provide to EFI upon check-in.

Discounts

Staff discounts are a benefit offered exclusively to our employees for their personal use. This benefit does not extend to any student or renter who participates in time building or shared flights with our staff. If an employee flies with a student or renter on a time building flight, the employee can enjoy the discounted staff rate for their portion of the flight cost. However, the student or renter will be charged the standard rental rate.

Dispatch Procedure

The aircraft keys and dispatch sheet are dispatched from the front desk. Students that have a dual lesson are asked to check in 15 mins prior to the scheduled lesson time. It is the renter's responsibility to verify that the starting hobbs time listed on the dispatch sheet matches the actual starting hobbs in the aircraft BEFORE DEPARTURE. Discrepancies should be brought to the front desk's attention at that time. If the hobbs meter is in between numbers, it must be rounded to the highest tenth.

Re-Dispatch Procedure

1. Unscheduled landings at airports while on instructional dual flights, for whatever reason, shall be reported to the school dispatcher. If the landing was for weather, fueling, etc. it shall be the responsibility of the instructor to redispatch the flight. If the landing was for mechanical reasons, the instructor shall contact the school Maintenance Supervisor for instructions. The aircraft needs to be checked-in and a new dispatch issued prior to further flight. The Chief Flight Instructor should be notified prior to redispatch.

2. Unscheduled landings at airports during solo flights, for whatever reason, shall be reported to the school dispatcher. If the landing was for mechanical reasons, the Maintenance Supervisor shall be contacted for instructions. The aircraft needs to be checked in and a new dispatch issued prior to further flight. The flight shall not be re-dispatched until approved by the Chief Flight Instructor and/or assigned instructor.
3. Unscheduled landings off airports, by any pilot, shall be reported immediately to the dispatcher or EFI Management. The aircraft needs to be checked-in and a new dispatch issued prior to further flight. The aircraft will not be re-dispatched for flight until a maintenance evaluation can be completed by a licensed mechanic and the airworthiness of the aircraft confirmed. The EFI Maintenance Supervisor or Management will make the determination as to who and when the aircraft will be recovered.
4. Re-Dispatch contacts are as follows:

EFI Dispatch Desk: (951) 304-9639

Chief Flight Instructor (Kelly Manzani): (951) 553-5423

Maintenance Supervisor (Chuck Bremer): (951) 401-1935

After Hours Dispatching

There is an after-hours lockbox located just outside the front entrance for aircraft key pickup and return. Please request the code from EFI. **Renters may not “switch” or take an aircraft not assigned to them without EFI permission – any violation of this policy will result in loss of all rental privileges.**

Unauthorized Instruction

Flight instruction in EFI aircraft is strictly prohibited by flight instructors who are not employed by EFI Flight School. Failure to comply will result in revocation of rental privileges.

Right to Refuse Services

EFI reserves the right to refuse services to students and renters for any of the following reasons:

1. Financial: Accounts with outstanding balances.
2. Medical: Pilot does not have a current medical or Basic Med.
3. Operational: Student or renter was found to be in violation of a FAR and/or a policy set forth in this Operations Manual.

4. Administrative: At the discretion of the Management or Chief Flight Instructor.
5. Evidence of diminished capacity due to drug or alcohol use.

AIRWORTHINESS & AIRCRAFT DISCREPANCIES

Discrepancies

1. Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy. If a maintenance discrepancy is discovered that does not result in an un-airworthy condition, record the discrepancy on the dispatch sheet and report it to the dispatcher **PRIOR TO FLIGHT** so the Maintenance Manager can be notified and the failed component placarded "INOP" with any restrictions noted, such as "DAY VFR USE ONLY". Damage not reported prior to flight but noted at the end of the flight or by the next pilot, will be assumed to be your responsibility.
2. If a discrepancy is found upon completion of a flight, notify dispatch when checking the aircraft back in and the Maintenance Manager will determine what maintenance procedures are required prior to dispatching the aircraft for its next flight.
3. In the event a maintenance discrepancy resulting in an un-airworthy aircraft has been discovered: **DO NOT OPERATE THE AIRCRAFT.** Notify the EFI dispatcher immediately. If a replacement aircraft cannot be assigned, the flight must be rescheduled. In the event the discrepancy is discovered after-hours, call or text David Sowards at (562) 387-8505. If he is unable to be reached, affix a large note to the aircraft control wheel/yoke identifying that the aircraft is unairworthy and the reason.
4. If the discrepancy is discovered at an airport other than French Valley (F70), an EFI approved representative will advise on further procedures
5. Prior to an aircraft returning to service, the Maintenance Manager shall see that the discrepancy is repaired and note so in the aircraft maintenance logbook, or if deferred, ensure the proper placards are in place and the deferred maintenance item is properly noted in the aircraft maintenance logbook.

Maintenance

1. Maintenance staff will communicate with the dispatchers to advise them when to mark aircraft out of service for maintenance on the flight scheduling program (FSP). This will assist pilots and dispatchers with future scheduling.
2. On Site Repairs: Maintenance is arranged through EFI's maintenance department.
3. Off Site Repairs: Contact EFI and an approved representative will advise of further procedures. **Do not** authorize maintenance to be performed without EFI approval. If maintenance is not a result of damage caused by the renter, then EFI will arrange and bear costs associated with the return of the aircraft to F70. If no defect is determined by

an authorized mechanic or EFI personnel, or repair is required because of damage caused by renter, then renter bears costs associated with return of aircraft to F70.

EMERGENCY PROCEDURES

Aircraft Accident or Incident Procedures

If an EFI aircraft is involved in any accident or incident as further defined in NTSB Part 830, the PIC shall immediately notify an EFI representative and:

1. Seek medical attention immediately if there are ANY injuries.
2. Secure the aircraft. **Under NO circumstances should a Renter leave an accident or incident scene without properly notifying Management.**
3. Take photos if possible.
4. Ensure that all required reports to the NTSB, FAA and ATC facility are completed with EFI copied on all correspondence.

Emergency Contacts

In the event of an incident or an emergency, notify one of the following people as soon as possible:

David Sowards: 562-387-8505	Owner
Kelly Manzani: 951-553-5423	Chief Flight Instructor
Chuck Bremer: 951-401-1935	Maintenance Manager
Tom Guthrie: 858-663-4601	Manager of Flight Operations
Stephanie Bowden: 951-830-8105	Manager of Business Operations

RAMP OPERATIONS AND SERVICE

Access

Only approved renters and their guests may access the general aviation ramp area at the airport. EFI students and renters are given an access code to the gates and must not share this code without prior approval from EFI.

Propeller Danger Areas

Any area within 6 feet of a propeller arc should be considered a hazardous area whether the engine is running or static.

Starting

1. Preflight procedures will be accomplished as described in the Aircraft Pilot Operating Handbook, or Airplane Flight Manual.
2. Before starting the engine, the pilot in command must verify that the anti-collision light is operating, visually verify that the propeller and taxi area are clear of all loose objects and debris, and verbally clear the area of nearby personnel by announcing "clear" in a loud voice.
3. On dual flights, the engine will not be started until both the flight instructor and student are in the aircraft.
4. Engine speed should not be allowed to go above 1000 RPM on start to minimize wear and tear (unless the aircraft flight manual says otherwise).
5. Under no circumstances shall any aircraft be started by hand propping.

Taxiing

In congested areas such as the ramp, the taxi speed shall be no faster than a brisk walk. In less congested areas, the taxi speed is that which gives the pilot safe, positive control at all times. Only conversation pertaining to flight operations should be conducted during taxi. Under no circumstances are aircraft to be taxied into or out of hangars.

Securing of Aircraft

It is the sole responsibility of the pilot in command to assure that the aircraft is properly secured prior to leaving it. After shutdown, pilots must properly secure the aircraft with chocks and/or tie downs and the brakes off. All electrical switches should be turned off, all trash and personal items should be removed from the aircraft, and side vent windows should be closed. Control locks, if applicable, as well as sunshades must be installed before walking away. Failure to comply with these steps will result in the following fees:

Control locks/sunshades/tie downs not installed: \$25

Master switch left on/battery drained: \$100

Fueling

Please conduct fueling at French Valley Airport unless necessary. If fuel is purchased off-field, fuel will be reimbursed at the current EFI fueling rate with the FBO. Please retain receipt for reimbursement and provide to the EFI dispatcher.

Requesting Method	Contact Info
Aircraft Radio	Tune to CTAF 122.8 and request fuel from The Jet Center
Call Line Service Directly	951-321-0091
Call EFI Directly	951-304-9639

Oil

1. Only approved aviation oil of appropriate grade should be used when servicing the oil reserves in EFI aircraft.
2. Oil for the specific tail number is provided by EFI and stored in the EFI office. Consumption is monitored so oil must be obtained from EFI personnel only.
3. **DO NOT OVERTIGHTEN THE OIL FILLER CAP.** Snug by hand only. Overtightening strips the threads, damages the dipstick tube and causes leaks.
4. Add full quarts only, no partial quarts. Funnels are available in the service containers provided on the flight line.

Windshield Cleaning

1. Use provided BLUE paper towels only when cleaning windshields.
2. Do not place objects on dash or glare shields as the insides of the windows are easily scratched.

FIRE PRECAUTIONS AND PROCEDURES

Precautions

Smoking is prohibited in and near aircraft and fueling operations. Aircraft shall be vacated during fueling. Fire extinguishers are available in our flight line area.

Procedures

1. In the event of a fire on the ground during engine start, continue cranking to suck flames into engine, if that doesn't work, attempt to call for assistance on any radio frequency (tower, ground control, Unicom, ect.). Do not hesitate to evacuate the aircraft if you determine the fire is uncontrollable. Contact the EFI dispatcher and Maintenance Manager if away from home base. Follow POH procedures.
2. In the event an uncontrollable fire during flight, land as soon as possible. DO NOT attempt to restart an engine that has been shut down unless an extreme emergency dictates otherwise. If circumstances permit, make radio contact with any tower, FSS, Unicom, ect. and advise them of your emergency. Contact the EFI dispatcher and Maintenance Manager after landing. Follow POH procedures.
3. No aircraft shall be dispatched or re-dispatched following a fire unless approved by the Maintenance Manager.

AIRCRAFT OPERATIONS

Standard Checkout

Each Renter must receive a standard aircraft checkout by an EFI instructor in the make and model of the aircraft they wish to rent in accordance with the table below.

Aircraft Type	Minimum Checkout Requirements
Cessna 150 (C150)	1 hour flight/30 mins ground with EFI instructor*
Cessna 172 (C172) Piper Archer	1 hour flight/30 mins ground with EFI instructor*
Diamond C1 Eclipse (DA20-C1)	1 hour flight/30 mins ground with EFI instructor*
Beechcraft Duchess (BE-76)	5 hours flight/3 hours ground* 20 hours multi-engine PIC
*Review on aircraft specific systems, limitations, weight and balance calculations, and aircraft performance charts. NOTE: The duration of the standard aircraft checkout may be decreased or increased at the discretion of the EFI Chief Flight Instructor.	

Checkout Completion Standards:

1. The Renter is required to meet the Airman Certification Standards tasks and operations, as chosen by the EFI instructor, for the pilot certificate and ratings then held by the Renter. If the Renter is unable to demonstrate the required level of proficiency, further instruction will be required until capable.
2. Renters are required to meet all flight review, IFR currency (if applicable), and passenger-carrying currency requirements (as determined by the FAA) prior to conducting any solo or passenger-carrying operations.

Special Checkouts

No flights will be conducted to either of these destinations without completing these checkouts with an EFI instructor and noted in the dispatch system and an entry must be made in pilot's logbook.

Airport	Checkout Requirements
Catalina Island (KAVX)	1 hour flight with EFI instructor Will cover water and airport specific ops. Must include flotation devices for each occupant.
Big Bear (L35)	1 hour flight with EFI instructor Will cover density altitude review and performance calculations as well as airport specific ops.
Fallbrook (L18)	1 hour flight with EFI instructor Will cover density altitude review and performance calculations as well as airport specific ops.

Night Operations

1. A Renter who is first checked out for night operations does not need to complete a standard daylight checkout.
2. All airports used during night operations shall be equipped with appropriate runway lighting.
3. EFI recommends the use of supplemental oxygen when flying at night above 5,000 feet msl. Supplemental use oxygen is available for rental through EFI.

IFR Operations

To operate an EFI aircraft on an IFR flight plan and/or in instrument meteorological conditions (IMC), the Renter must:

1. Possess an instrument rating for the aircraft category and class flown.
2. Maintain currency as per 14 CFR 61.57.
3. Operate IAW all appropriate regulations and advisories.
4. Conduct flight in IFR approved aircraft.

Currency Requirements

1. Renters are required to complete a standard aircraft checkout every twelve (12) calendar months unless a flight review or additional pilot certificate/rating has been completed within the preceding twelve (12) months.
2. **Fixed Gear Aircraft:** In the event the fixed gear aircraft Renter has not flown within the previous (90) days, an additional standard aircraft checkout in the aircraft make and model may be required as determined by an EFI instructor.
3. **Complex Aircraft:** In the event the Complex aircraft Renter has not flown within the previous sixty (60) days, an additional standard aircraft checkout in the aircraft make and model may be required as determine by an EFI instructor.
4. To carry passengers, Renters must be current as per 14 CFR 61.57.

Special VFR Operations

No VFR aircraft Renter shall request or accept a Special VFR clearance unless an EFI instructor is on board.

Runway Limitations

Except as precaution or in an emergency:

1. No Renter shall attempt a landing on a runway that is not paved unless advance approval from the Chief Flight Instructor is attained.
2. No Renter shall attempt a takeoff or landing on a runway that does not meet the capabilities of the aircraft as properly calculated in the Pilot's Operating Handbook (POH) or AFM.
3. Use only airports that have paved runways of 1500 feet or greater in length that are listed in an approved airport facilities directory.

Aircraft Fueling Requirements

Flight Operations	Minimum Fueling Requirements
VFR Solo	Fuel to fly to planned destination plus 60 minutes reserve.
VFR Dual (EFI Instructor)	As per CFR 91-151
IFR Dual or Solo	As per CFR 91-167

Preflight Inspection

1. Renter shall personally conduct a preflight inspection as prescribed by the manufacturer of the aircraft. If damage is found prior to flight, bring this to an EFI representative's attention to determine responsible party. If possible, take a picture upon discovery for verification. *See Airworthiness and Aircraft Discrepancies in this manual.*
2. Damage found following a flight that was not reported by the previous Renter will be considered a result of the previous flight, and will be the responsibility of the previous Renter.

Postflight Inspection

When securing aircraft, check the following:

1. Aircraft: Parked in correct space
2. Gust lock: Engaged (as applicable)
3. Fuel Selector: Off, Right, or Both (as applicable)
4. Master Switch: OFF – there will be a \$100.00 charge for any master switch or standby battery that is left ON and battery drained.
5. Standby Battery: OFF
6. Chains and Chocks: Installed
7. Trash: Removed
8. Sunscreen(s): Replaced
9. Doors: Locked
10. Keys and Borrowed Items (headsets, GPS, ect.): Returned. There will be a replacement charge for lost keys and missing/damaged items.

Prohibited Operations:

The aircraft shall not be flown:

1. If it has not been properly dispatched using the online scheduling system.
2. To carry persons or property for hire except for EFI operations.
3. By any person under the influence of alcohol or narcotics.
4. In any race, contest or acrobatics (excluding spins with EFI personnel) or in conjunction with an EFI approved event. If aerobatics, including spins are to be performed, Renters must be accompanied by an EFI instructor.

Use By Other Pilots

Only the Renter of record and EFI instructors shall be allowed to pilot or operate EFI aircraft at any time. All pilots must be EFI qualified and checked out on the aircraft in question at the time.

Collision Avoidance

1. Taxi Operations:

- a. No “heads down” activities. Ensure all FMS, GPS and radio programming is completed prior to taxi, or performed in the runup area, all the taxi checklists have been reviewed and the cockpit is organized. If something is dropped, it should not be picked up until the aircraft is brought to a complete stop.
- b. A current taxi diagram must be present and visible, the possible route should be identified including all identified HOT SPOTS. The ATIS must be obtained to ensure the active runways are identified and the proper runway destination can be determined. Taxi instructions should be copied and followed, as given, especially if they differ from the predicted route. If the airport is unfamiliar, Progressive Taxi instructions should be requested. Listen to both ATC and other airplanes, especially similar tail numbers. Be aware of other taxi instructions given and the location of those airplanes, relative to yours.
- c. Listening to current movement, watch for the other airplanes, especially those who might not be communicating. Regularly verify your position along your route, via the taxi diagram and runway environment. Look for signage, exits and entries, along with fuel trucks, people and animals.
- d. Being visible is just as important as looking for others. The beacon should be on anytime the engine is running, navigational lights can be turned on, as well as your landing light. Strobes can be turned on provided it does not interfere with other pilots or airport personnel. Navigation lights must be turned on for ADS-B function to operate.
- e. Ensure that a clearance has been obtained prior to entry of the runway environment. This includes taxiing across active and inactive runways. The clearance to cross a runway must be specifically given. The pilot should read back all taxi instructions and any clearance to, or across any runway with the runway number and your call sign attached to the response. If in doubt, the pilot needs to ask ATC if he/she has clearance to cross that runway. Once cleared, the pilot must still visually confirm that the runway is clear from any approaching traffic in both directions.

- f. If a Land and Hold Short Operations (LAHSO) instruction has been issued, the pilot must be aware of the procedures pertinent to that issuance, and, if accepted, follows that directive. If the pilot is unable to safely conduct the LAHSO, then he/she should let ATC know that they are unable. No student pilot is permitted to receive a LAHSO.

2. In the Air:

- a. Prior to takeoff, ensure the windscreen is clean because a splatter can hide an approaching airplane. Small turns, left and right, assist the pilot to see spots in the sky that don't appear to move - an indicator that an airplane is converging from the front. The pilot should be continually scanning the sky in 10° increments and not make any abrupt head movements.
- b. Maintaining Situational Awareness of a pilot's location, other airplanes/aircrafts, terrain, surroundings, airspace and obstacles is a key factor in mitigating both aircraft collisions, as well as Controlled Flight into Terrain.
- c. Listening and Communicating with others helps to heighten situational awareness. Always listen to the reports of others and attempt to locate them visually. Know your location and communicate this, as well as your intentions to others on a regular basis, especially if not in contact with ATC.
- d. Prior to every training maneuver, in addition to communicating your intentions, always complete clearing turns. These should consist of either (2) 90° turns or (1) 180° turn to visually confirm that no one will be flying nearby. Turn on lights for more visibility.
- e. A correct pattern entry and exit is expected, however, not all pilots practice this, so visual scanning in the pattern, especially at a non-towered airport, is vital. For the correct pattern entry, this should be made at a 45° angle, midfield, in the downwind leg. If crossing the airport midfield, then this should be accomplished at a safe altitude 500' above the traffic pattern altitude. The pilot should then position for a 45° entry into the downwind portion of the traffic pattern. When leaving the pattern, a 45° exit from the downwind is appropriate, as is a straight out from the downwind. The traffic pattern altitude should be maintained until the exit is begun.
- f. During flight, there are right of way rules to assist with airplanes that are converging. If two airplanes approaching straight ahead with each other, they both yield to the right. If they are converging at 90° angles, the airplane to the right has the right of way, so the airplane on the left will turn behind the airplane on the right. If two airplanes are approaching the pattern at the same time, the airplane in

front of and/or below has the right of way. If an airplane is on final, a departing airplane must wait for the incoming traffic to land and clear the runway prior to runway entry.

3. Nighttime:

- a. When flying at night, allow 30 minutes for eyes to adjust prior to flying. Reduce the lighting in the cockpit to ensure visibility outside can be maintained.
- b. The beacon and navigational lights should always be on while the airplane is in operation. The strobes should be used only if they will not interfere with the vision of other pilots or airport personnel. The landing light should be on any time the airplane is in taxi or takeoff/landing operations, and turned off at all other times. If instructions to “Line up and Wait” are given, then the airplane should be positioned 3’ left or right of centerline, and taxi light off so that approaching airplanes do not confuse the waiting airplane with taxiway/runway lighting.
- c. While flying at night, awareness of empty field myopia (a natural blind spot in the field of vision) is critical, as are the effects of hypoxia which are more prevalent at night, at altitudes as low as 5000’. Off center viewing for visual scanning due to the physiological aspects of the eye (cones/rods) is required. These factors reduce vision acuity and pilot awareness of other airplanes and terrain.

Visual Clues for Other Aircraft Position and Direction
Solid RED Light= Left Wing: Rotating Beacon to the right of the solid RED means the other aircraft is passing right to left
Solid GREEN Light= Right Wing: Rotating Beacon to the left of the solid GREEN means the other aircraft is passing left to right.
Solid WHITE Light= Tail: Rotating Beacon above the Solid WHITE means the other aircraft is in front of you and traveling in the same direction

ADDITIONAL EFI STUDENT PILOT TRAINING POLICIES

The following procedures are to be followed in the operations of aircraft used in the performance of the EFI flight Training Syllabus.

Minimum Fuel

Local Flights (<25 NM of F70	½ the total usable fuel at time of departure.	Must land with 1 hour fuel reserve
Cross Country Flights	FULL fuel at departure	

All Student Solo Flights

1. Student solo flights are conducted only with an EFI instructors approval per each flight.
2. Students may operate only to and from airports listed on the “List of Airports Approved for Student Training Flights.”
3. Controlled airport student solo flights are only conducted from the active runway designated by the control tower or the most aligned with wind.
4. At uncontrolled airports, students will use the runway most aligned with the wind, or the runway in use by other traffic or suggested by an airport advisory service if no wind is in evidence.
5. All student solo flights must terminate at French Valley Airport (F70) not less than 30 minutes prior to sunset in the case of local flights, and not less than one hour prior to sunset in the case of cross-country.

Student Solo Cross-Country Flights

1. Flight plans are required to be filed with FSS for all student solo flights outside 50 NM from F70. Copy of flight plan should be provided to dispatch desk.
2. Dispatch reservations must contain all airports of intended use as well as current contact information.
3. For solo cross-country flights outside the local area, an EFI instructor will:
 - a. Validate weather reports and forecasts.

- b. Determine the student’s alternate plan of action if the flight cannot be completed as planned.
- c. Check fuel requirements.
- d. Check takeoff and landing distance requirements for the airplane versus available runway at destination airport(s).
- e. Verify flight is planned to return 30 minutes prior to sunset.

Student Solo Airports

Student pilot solo flights will only be conducted at F70 or other airports approved by EFI as shown on the list below. The Chief Flight Instructor may approve deviations on a case by case basis.

Airports Approved for Student Solo Flights with EFI Instructor Authorization	Airports Approved for Student Solo Cross-Country Flights with EFI Instructor Authorization
San Bernardino (KSBD)	Apple Valley Airport (KAPV)
Hemet-Ryan Airport (KHMT)	Twenty-Nine Palms Airport (KTNP)
Riverside Municipal Airport (KRAL)	San Gabriel Valley Airport (KEMT)
Ramona Airport (KRNM)	Chiriaco Summit Airport (L77)
McClellan-Palomar Airport (KCRQ)	Blythe Airport (KBLH)
Banning Municipal Airport (KBNG)	Borrego Valley Airport (L08)
Redlands Municipal Airport (KREI)	Brown Field Municipal Airport (KSDM)
Bob Maxwell Memorial Airfield (KOKB)	Lake Havasu City Airport (KHII)
Jacqueline Cochran Regional Airport (KTRM)	San Bernardino International Airport (KSBD)
Palm Springs International Airport (KTPS)	

Weather Minimums for Student Flights

All students must establish an account with an FSS (Flight Service Station) prior to calling for a weather briefing.

EFI Dual Flights	Per applicable FAR
Student Pilot solo local flights, within designated practice areas	Basic VFR minimums per FAR 91.155 Max 8 knots crosswind
Student Pilot solo flights, outside of the practice areas	Basic VFR minimums per FAR 91.155 Max 10 knots crosswinds
Additional Restrictions: No solo flights may be conducted over an overcast or broken cloud layer.	

Basic Flight Operations

1. All climb outs should be conducted clear from obstacles and terrain, using a nose attitude low enough (cruise climb) to permit some visibility over the nose of the aircraft.
2. Climbing/clearing turns will be employed during the climb and prior to initiating flight maneuvers to clear blind spots inherent when flying high-wing aircraft, and make your aircraft more visible to others.
3. Maximum Taxi Speeds

Maximum Taxi Speeds	
In the vicinity of parked aircraft	A brisk walk
Outside the vicinity of parked aircraft	A speed which allows an immediate stop if an unexpected obstacle should become a threat.

Simulated Engine Failures

1. Long, continuous power-off glides will be avoided whenever possible. Occasional power applications should be made to avoid carburetor icing.
2. Simulated high-altitude forced landings will be made giving the student a “partial power failure” (1500-1700 RPM initial) to be followed by a complete power “LOSS” when deemed appropriate.
3. Simulated emergencies shall not be carried below an altitude of 500 feet AGL.
4. Forced landings practiced by students during solo flight are prohibited.

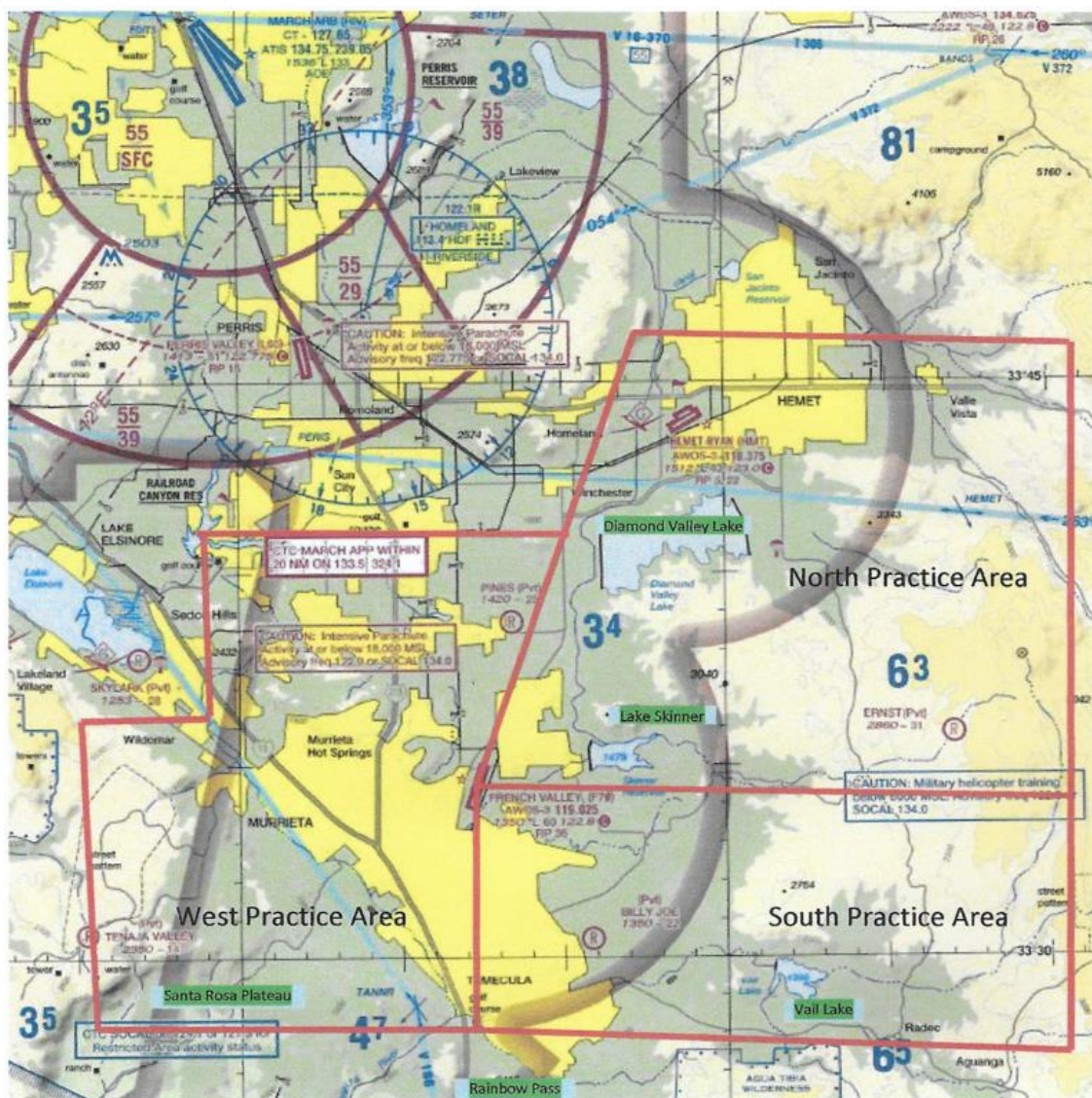
Minimum Training Altitudes

Minimum Training Altitudes	
All training flights (except take-offs and landings)	500 AGL minimum
Dual stall training	Recovery by 1500 feet AGL or greater
Solo stall training	Recovery by 3000 feet AGL or greater
All other maneuvers or flights not listed above	Other maneuvers and/or flights will be performed at altitudes as specified in the ACS/PTS Standards or FARs as applicable.

Practice Areas

The EFI student practice areas are delineated by the below chart excerpt. There are three practice areas: North practice area, West practice area, and the South practice area. When conducting student solo flights, all flights will be conducted within the designated EFI practice area.

When announcing location during training flights, students will use commonly understood EFI reporting points as shown on the map. These points may not be known by pilots outside EFI operations.



RECEIPT OF SAFETY PROCEDURES AND PRACTICES

A copy of this document must be maintained in the student's folder or saved as an electronic copy in the student's file.

By signing below, I acknowledge that I have read, will abide by, and have received a copy of EFI Flight School's Policies and Procedures manual.

Student Signature

Date

Student Name

Authorized Staff Signature

Date