



EXECUTIVE FLIGHT INSTITUTE

Policies & Procedures Manual

Revised 8/13/26

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REVISIONS

Revision	Date	Summary of Changes
11	1/9/26	Administrative updates; clarified document control language; scheduling, dispatch, and aircraft operations updates and clarifications; aircraft fleet and staff updates; no reduction of safety standards, training requirements, or operational limitations.
12	8/13/26	Administrative updates to the following policies: refunds, late returns, cancellations, use by other pilots, and fuel reimbursements. Added charge for lost keys. Clarified language in re-dispatch policy.

GENERAL

This manual provides the necessary safety procedures and practices for EFI Flight School in compliance with 14 CFR §141.93.

This manual is issued and controlled as a complete document. The official, current version is maintained by EFI Flight School and is available for download via the EFI website and Flight Schedule Pro. All pages are effective as of Revision 12, August 2026.

It is the responsibility of all EFI Flight School flight, ground, maintenance personnel, and students to comply with the policies and procedures contained in this manual in the conduct of operations.

In the event of any conflict between this manual and applicable Federal Aviation Regulations or Public Law, Federal Aviation Regulations and Public Law shall govern.

Printed copies are considered uncontrolled and may not reflect the most current revision. This manual provides the necessary safety procedures and practices for EFI Flight School in compliance with **14 CFR §141.93**.

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	Instructional and local flights should be scheduled in blocks of at least two (2) hours . This allows adequate time for preflight preparation, fueling, and potential ATC ground or flight delays.
Cross-Country Flights	All cross-country flights must be scheduled with sufficient time to accommodate preflight preparation, fueling, and potential ATC ground or flight delays. A flight plan summary , including intended route and planned stops, must be entered in the comments section of the aircraft rental reservation.
Ground Lessons	Ground lessons are typically scheduled by the assigned Flight Instructor. However, students may schedule ground instruction as needed, subject to instructor availability.

Rental Minimum Charges

EFI conducts flight operations both before and after normal business hours. For the purpose of scheduling and minimum flight-time charges, **normal operating hours are defined as 8:00 a.m. to 5:00 p.m.** Aircraft reservations are evaluated based on how they affect aircraft availability during this defined operating window.

Off-Peak and Overnight Reservations

Time reserved **outside of defined operating hours**, including overnight holds, early morning, or late evening periods, is considered **low-utilization time** and does not by itself trigger a full-day minimum charge.

For example, a reservation from **5:00 p.m. to 10:00 a.m. the following day** would be evaluated based only on the aircraft's availability impact between **8:00 a.m. and 5:00 p.m.** on each calendar day.

Aircraft rentals will be charged a minimum flight time based on the following table. Minimum charges may be waived or adjusted at the discretion of EFI management due to weather, maintenance, or operational constraints.

Flight Time Reserved	Minimum Hours Charged
Up to 4 hours	No minimum
4 to 6 hours (partial day)	2 hours
6 hours or more (full day)	3 hours
Multi-day reservation	3 hours per day

Aircraft Availability

If an aircraft becomes unavailable at the scheduled time due to routine or unscheduled maintenance, operational delays, or other extenuating circumstances, EFI may assign a substitute aircraft when available. If a suitable replacement cannot be provided, the scheduled flight may be cancelled or rescheduled.

Late Returns

It is the renter's responsibility to return the aircraft by the scheduled return time. If an extension is necessary for any reason, you must notify EFI as soon as possible. If a late return causes the cancellation of another scheduled lesson or rental, a minimum late-return fee of \$100 will be charged. Additional charges may apply based on the length of the delay and resulting operational impact. Weather, maintenance, or other circumstances beyond the renter's reasonable control will be considered on a case-by-case basis.

It is the pilot's responsibility to assess weather conditions before and during flight and to make appropriate decisions regarding continuation or diversion.

If adverse weather prevents a timely return to base and the aircraft is otherwise airworthy, the renter must remain with the aircraft until conditions improve or contact EFI for guidance and assistance.

If EFI retrieves or repositions an aircraft due to a weather-related diversion, the renter or student may be billed for reasonable costs associated with the recovery, including aircraft and pilot time.

Cancellation Policy

Cancellations or rescheduling requests made at least 24 hours before the scheduled start time will not be charged. Cancellations made with less than 24 hours notice and no-shows are subject to the following fees:

- **Instructional flights or ground lessons:** One hour of instructional time.
- **Rental-only flights:** \$75.

Each student or renter may receive **one courtesy waiver for illness during any rolling four-month period**, provided EFI is notified as soon as possible and at least one hour before the scheduled start time. Additional illness-related cancellations will be charged the standard fee unless an exception is approved by EFI management.

Weather cancellations must be approved by EFI or the assigned instructor. Fees may also be waived due to maintenance or other operational considerations at EFI management's discretion.

After three chargeable late cancellations or no-shows, students may be charged for the full instructional time reserved for subsequent cancellations.

Renter's Insurance

All renters are required to obtain Renter's Insurance prior to solo flight. The minimum required **hull liability (physical damage) coverage** is **\$40,000** for Cessna 150 and Cessna 172 aircraft. The Duchess aircraft N6238A require a minimum hull damage coverage of **\$60,000**. All other policy limits are at the renter's discretion. Proof of coverage must be on file with EFI.

Renter Qualifications

Students are required to obtain renter's insurance **prior to solo flight**. Proof of coverage must be on file with EFI before rental or solo operations are permitted.

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

1. Complete student/renter enrollment forms.
2. Provide a valid state or government photo ID.
3. Hold appropriate certificates and/or ratings for the specific aircraft to be rented, with copies provided.
4. Hold a current medical certificate or Basic Med with a copy provided.
5. Provide proof of Renter's Insurance.
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. Maintain 90-day landing currency to carry passengers as required by FAR 61.57.
10. Meet the flight review requirements of FAR 61.56.

Billing

All rental charges and outstanding balances are due upon check-in. **Renters must maintain a valid credit card on file at all times.** Accounts with outstanding balances may result in suspension or loss of rental privileges.

Aircraft keys, headsets, iPads, GPS devices and other school-provided equipment must be returned promptly and in good condition at the conclusion of each rental or lesson. Renters are responsible for the cost of repair or replacement of lost, damaged, or unreturned items. EFI reserves the right to charge the credit card on file for unpaid balances, late fees, replacement costs, or other charges incurred in accordance with EFI policies.

Refund Policy

EFI will reimburse renters for fuel and oil purchased away from French Valley Airport (F70). Reimbursement does not apply to ramp fees, landing fees, facility fees, or additional fuel surcharges. Fuel purchased outside of F70 will be reimbursed at EFI's current fueling rate posted by The Jet Center FBO located at French Valley Airport. Receipts must be retained and submitted to EFI at check-in in order to receive reimbursement. If after hours, receipts can be attached to the dispatch ticket or scanned and emailed to info@flyefi.com. Fuel receipts submitted after 7 days will be reimbursed as an account credit.

Refund Eligibility: Students and renters may request a refund of unused prepaid funds at any time by submitting a written request.

Refund Calculation: Refunds will be calculated from the remaining cash balance on the account. Before a refund is issued:

- Completed instruction, aircraft rental, outstanding charges, and other amounts owed to EFI will be deducted.
- Promotional, complimentary, and bonus credits will be removed because they have no cash value and are non-refundable.
- For discounted packages or block-rate purchases, instruction and aircraft rental already used will be recalculated at the published non-discounted rates in effect when the package was purchased.
- After all applicable charges and account adjustments have been made, **a 15% administrative fee will be deducted from the remaining refundable balance.** This fee helps offset payment-processing expenses and the administrative costs of reviewing, reconciling, and closing the account.

Inactive Accounts: An account will be considered inactive after six (6) consecutive months with no completed flight training, instruction, or aircraft rental and no written communication regarding the scheduling or continuation of training. Any cash balance will remain on the

account. However, promotional credits, bonus hours, discounted rates, incentives, and other non-cash benefits will be forfeited once the account becomes inactive.

Third-Party Financing and Scholarships: Funds provided through a lender, scholarship organization, VA program, or other third party are subject to that organization's agreement and program requirements. When required, refundable funds will be returned directly to the original funding source. EFI is not responsible for fees, processing timelines, or other conditions imposed by a third party.

Completed Instruction and Aircraft Rental: Completed instruction and aircraft rental are non-refundable. EFI does not issue refunds based solely on dissatisfaction with an instructor's teaching style or personality or with a student's pace of progress. EFI will review instruction-related concerns and determine whether another appropriate remedy is warranted.

Requesting a Refund: Refund requests must be submitted by email or mailed to EFI at the address below. EFI will review the account and process the refund within 30 days of receiving the written request. Refunds will be returned to the original payment method whenever possible. Refunds issued by check will be mailed by standard mail or made available for pickup at EFI's office upon request.

Reimbursement

EFI will reimburse renters for fuel and oil purchased away from French Valley Airport (F70). Reimbursement does not apply to ramp fees, landing fees, facility fees, or additional fuel surcharges. Fuel purchased outside of F70 will be reimbursed at EFI's current fueling rate posted by The Jet Center FBO located at French Valley Airport. Receipts must be retained and submitted to EFI at check-in in order to receive reimbursement. If after hours, receipts can be attached to the dispatch ticket or scanned and emailed to info@flyefi.com. Fuel receipts submitted after 7 days will be reimbursed as an account credit.

Staff 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 for their portion.

Dispatch Procedure

Aircraft keys and dispatch forms are issued from the front desk. Students scheduled for dual instruction are required to check in at least **15 minutes prior** to the scheduled lesson time.

The renter is responsible for all time recorded on the aircraft Hobbs meter. Prior to departure, the renter must verify that the starting Hobbs time recorded on the dispatch sheet matches the aircraft's Hobbs meter. Any discrepancies must be reported to the front desk before leaving. If the Hobbs meter reading falls between tenths, it will be rounded **up to the next tenth**.

Unscheduled Landings and 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 re-dispatch the flight. If the landing resulted from a suspected mechanical issue or a declared emergency, the instructor must contact EFI for further instructions before continuing the flight. The aircraft must be checked in, evaluated and approved for return to service by EFI maintenance, and re-dispatch before further flight. The Chief Flight Instructor should be notified prior to re-dispatch.
2. Unscheduled landings at airports during solo flights, for whatever reason, shall be reported to the school dispatcher. If the landing resulted from a suspected mechanical issue or a declared emergency, the instructor must contact EFI for further instructions before continuing the flight. The aircraft must be checked in, evaluated and approved for return to service by EFI maintenance, and re-dispatch before further flight. The flight shall not be re-dispatched until approved by the Chief Flight Instructor and/or assigned instructor.
3. Unscheduled off-airport landings must be reported immediately to EFI. The aircraft must be checked in, evaluated and approved for return to service by EFI maintenance, and re-dispatch before further flight. EFI will determine recovery arrangements.
4. Re-Dispatch contacts are as follows:

EFI Dispatch Desk: (951) 304-9639

Jinwon Lee, Chief Flight Instructor: (918) 313-1773

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

Stephanie Bowden, Operations Manager: (951) 830-8105

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 planes" 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.

Aircraft/Pilot Recovery

If an aircraft becomes unsafe or unairworthy during a flight or while off-base, the renter or instructor must immediately contact EFI for instructions. No aircraft may be left unattended, abandoned, or moved without authorization from EFI.

Recovery procedures are as follows:

Within 50 miles of base: EFI will arrange for an aircraft and pilot to return the renter and instructor, and will coordinate recovery of the disabled aircraft.

Beyond 50 miles of base: EFI will coordinate aircraft recovery. The renter is responsible for personal transportation back to home base and/or hotel lodging unless EFI arranges transportation during aircraft recovery.

Instructional flights: If a mechanical issue on an instructional flight requires an overnight stay, EFI will cover reasonable hotel lodging for the instructor and student. Meals, ground transportation, and other personal expenses are not covered unless approved by management.

EFI is not responsible for additional travel, lodging, or incidental expenses beyond those outlined above.

This policy applies only to aircraft that are otherwise safe following landing and does not replace discrepancy reporting, maintenance authorization, or emergency procedures outlined elsewhere in this manual.

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
Jinwon Lee: 918-313-1773	Chief Flight Instructor
Chuck Bremer: 951-401-1935	Maintenance Manager
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.

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.

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. Keys must be returned to the office. 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

Lost key: \$75

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*
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 by and 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/Timebuilding

Only the renter of record, an EFI-approved time-building partner, or an EFI instructor may operate or manipulate the controls of an EFI aircraft. Any pilot who will act as pilot in command or manipulate the flight controls must be current, properly certificated, and EFI-qualified and checked out in that aircraft.

For approved time-building flights involving two pilots, both pilots must be identified on the reservation and approved by EFI before departure. The pilots must clearly establish who will act as pilot in command during each portion of the flight and may log flight time only as permitted by FAA regulations. The renter of record remains responsible for the aircraft, charges, and compliance with EFI policies unless otherwise approved in writing by EFI.

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 degree 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.

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.

The map displays the following practice areas and restrictions:

- North Practice Area:** Includes Hemet, Valle Vista, and Diamond Valley Lake. A caution note states: "CAUTION: Intensive Parachute Activity at or below 15,000 MSL. Advisory Req. 122.0 or SOCAL 134.0".
- West Practice Area:** Includes Murrieta, Murrieta Hot Springs, and Santa Rosa Plateau. A caution note states: "CAUTION: Intensive Parachute Activity at or below 18,000 MSL. Advisory Req. 122.0 or SOCAL 134.0".
- South Practice Area:** Includes Vail Lake, Rainbow Pass, and Aguanga. A caution note states: "CAUTION: Military helicopter training. Below 1500' MSL. Advisory Req. 122.0 or SOCAL 134.0".

Other locations and features include Perris, Lake Elsinore, Lake Skinner, and various flight paths marked with numbers like 35, 38, 81, 34, 63, 47, and 69. The map also shows various altitudes and flight restrictions, such as "ATIS 134.75 123.05" and "PERRIS RESERVOIR".

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 received and read EFI Flight School's Policies and Procedures Manual and agree to comply with its requirements. I understand that it is my responsibility to review the manual in its entirety and remain familiar with the current policies and any future updates. The most current version is available upon request, in Flight Schedule Pro and on EFI Flight School's website.

Student Signature

Date

Student Name

Authorized Staff Signature

Date