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## SAFETY PROCEDURES AND PRACTICES

Safety procedures and practices have been established to ensure the safe operation of California Airways aircraft on a consistent basis. A copy of this document must be furnished to each student who is enrolled in a California Airways approved course of instruction.

### 1. WEATHER MINIMA FOR DUAL AND SOLO FLIGHT

- a. Daily determination of operational flight status will be made by the School Owner, Chief Flight Instructor, or his/her designated assistant(s).

NOTE: Due to the difficulty in listing the innumerable variations of weather, guidelines will be as basic as necessary. The School Owner, Chief Flight Instructor, or his/her designated assistant(s) will have the final say in releasing any dual or solo flight on an individual basis, as conditions warrant.

- b. The guidelines to be used are attached in Appendix A.
- c. No special VFR departures will be permitted for pilots with less than a Private Pilot Certificate.

### 2. FUEL RESERVES FOR LOCAL AND CROSS-COUNTRY FLIGHTS

- a. All aircraft must have at least two (2) hours of fuel at the beginning of a local flight as measured by a calibrated fuel tester on aircraft that do not have 'tabs.'
- b. Fuel tanks must always be filled to maximum capacity for cross-country flights, weight and balance permitting.
- c. Fuel tanks must always be filled to maximum capacity for instrument flights into weather conditions less than that prescribed for basic VFR, weight and balance permitting.
- d. All flights will be planned so that the aircraft has a minimum of one (1) hour of fuel remaining at the end of the flight.



- e. Each pilot-in-command of a cross-country flight should carry at least \$100.00 in cash or have a major credit card on his/her person. The Airport/Facility Directory or similar airport publications should be consulted prior to flight to determine the refueling facilities, hours of operation, fuel and fuel grades available.

### **3. STARTING AND TAXIING AIRCRAFT ON RAMP**

- a. All aircraft have a detailed checklist that must be thoroughly followed from before engine start through run-up, flight operations, shutdown, and securing the aircraft. All maintenance issues must be recorded on an Aircraft Discrepancy Form by the pilot-in-command (see procedure in para. 6 below). Any mechanical problems with the aircraft must be brought to the attention of California Airways personnel prior to the flight. Aircraft should be positioned on the ramp prior to engine start so as to minimize the effects of prop blast on nearby persons, aircraft, or vehicles. After receiving authorization to taxi (if applicable), pilots should advance throttle slowly to start aircraft movement and perform an operational check of the brakes. When taxiing between parked aircraft, taxi speed should be held to no faster than a slow-paced walk. Pilots are responsible for ensuring wing-tip clearance between the aircraft and other aircraft, cars, hangars, people, etc. When aircraft is safely on the taxiway, it should not move faster than a brisk walk.

### **4. FIRE PRECAUTIONS AND PROCEDURES**

The purpose of this section is to ensure the safety of pilots and aircraft when exposure to fuel and/or fumes is present.

- a. Aircraft that are preflighted in hangars will not have fuel sumps drained until the aircraft is pulled out of the hangar.
- b. No-Smoking Areas:
  - i. Within any hangar
  - ii. Within 100 feet of fuel trucks, whether in operation or not
  - iii. Within 50 feet of any aircraft undergoing preflight inspection or maintenance
- c. Fire Alerts  
All personnel should immediately vacate any building when a fire alert has been activated.



## 5. REDISPATCH PROCEDURES (i.e. Unscheduled Landings, On & Off Airports)

- a. On Airport: Unscheduled landings at an airport may occur due to weather or aircraft mechanical malfunctions. After the aircraft is properly secured, the pilot-in-command will call California Airways (collect) at 510-887-7686 and state the reason for the unscheduled landing and the type of assistance required, if any. If the Office is closed, a recording will provide a 24-hour emergency contact number. If the problem is weather-related, the California Airways representative may redispach the aircraft over the phone after considering such factors as area weather forecasts, required fuel stops, darkness, etc.
- b. Off Airport: When an unscheduled, off-airport landing occurs, the pilot-in-command will notify California Airways (as stated above) after the aircraft is properly secured. Since an emergency is the only reason for an off-airport landing, the pilot-in-command shall not make any attempt to fly the aircraft out of the off-airport landing area. The School Owner, Chief Flight Instructor, or designated California Airways representative will arrange for on-site aircraft inspection, notify the appropriate authorities and will determine the proper procedures to have the aircraft removed.

## 6. AIRCRAFT MECHANICAL IRREGULARITIES AND DISCREPANCY REPORTS

- a. Any aircraft mechanical irregularity or discrepancy discovered during preflight or flight operations should be reported by completing an Aircraft Discrepancy Form (i.e. "Squawk Sheet") available in the aircraft time log or in the California Airways office. It is necessary to complete all the information requested on the form. The mechanical discrepancy should be described in as much detail as possible. A Flight Instructor, Chief Flight Instructor, or his/her designated assistant should be consulted if the pilot-in-command is in doubt regarding the seriousness of the discrepancy.
- b. If, from the indicated squawk, it is determined that the aircraft is no longer in an airworthy condition, the aircraft will be removed from the flight schedule by Dispatch or Maintenance, and will be so indicated on the Schedule.
- c. When the aircraft is returned to operational status by Maintenance, the Schedule will be changed to reflect that it is back in service.



## 7. SECURING AIRCRAFT WHEN NOT IN USE

All aircraft must be securely tied down with control locks installed, wheel chocks placed properly (when available), and doors locked by the pilot-in-command prior to leaving the aircraft. The pilot-in-command will then return the aircraft key and Hobbs time book to the California Airways office.

## 8. AVOIDANCE OF OTHER AIRCRAFT ON THE GROUND AND INFLIGHT

- a. Ground: As discussed previously, extreme caution must be exercised when taxiing on the congested ramp area. No aircraft will be moved until it is determined that the area is clear. Vigilance must be exercised when taxiing to the active runway, particularly at taxiway intersections due to numerous blind spots.
- b. In Flight: All pilots will continuously scan for traffic during the departure and arrival phases of flight. Clearing turns should be accomplished as often as possible during the cruise portion of the flight.
- c. During training flights, prior to the execution of any maneuver, an appropriate clearing turn will be performed, preferably one involving a 30-degree bank with a 180 or 360-degree heading change. Consecutive maneuvers should not be performed without a clearing turn prior to the start of each maneuver.

## 9. MINIMUM ALTITUDE LIMITATIONS AND SIMULATED EMERGENCY LANDING INSTRUCTIONS

- a. General: The minimum altitude to be utilized in the practice area is 2,000 feet AGL with certain exceptions as listed below.
- b. Emergency Landing Practice (Dual ONLY): Descent should not be continued below 300 feet AGL in the practice area (see attached.) Pilots must also comply with the applicable Federal Aviation Regulations concerning minimum distances from persons, vessels, vehicles, or structures. Solo pilots are not permitted to practice emergency landings.
- c. Ground Reference Maneuvers: Except for eights-on-pylon maneuvers, which require a pivotal altitude based on groundspeed, other ground reference maneuvers will not be entered at an altitude of less than 600' AGL and then only in areas determined by the Flight Instructor to be sparsely populated.



- d. Stall practice: Dual and solo stall practice should be performed at appropriate altitudes so that recovery is accomplished no lower than 1,500' AGL.
- e. Spin Training (Dual ONLY): Spin training will be performed at an appropriate altitude so that recovery is accomplished no lower than 3000' AGL.

**10. PRACTICE AREA DESCRIPTION AND USE**

California Airways uses three primary practice areas:

- a. Blackhawk Practice Area: From the 580/680 interchange, northeast to Brushy Peak, northwest to the town of Blackhawk, north-northwest to the town of Walnut Creek, southeast to the 580/680 interchange. Within a 5 nm radius of LVK airport, the floor of the practice area shall be 3,500' so as to prevent conflict with the LVK Class D airspace.
- b. San Pablo Bay Practice Area: within the geographical limits of the San Pablo Bay water areas.
- c. Altamont Practice Area: From New Jerusalem Airport, north to Lost Isle seaport, west to PITTS Intersection, south to ALTAM intersection, and southeast to Tracy Airport. Flights over Byron Airport are discouraged due to parachute-jumping activity, unless one is on an IFR flight plan. Practice maneuvers will be done outside the vicinity of the instrument approaches to LVK, APC (Napa County), Gness (DVO), and Byron.
- d. Spin training will not be conducted within four (4) nautical miles of the centerline of a Federal Airway or within the lateral boundaries of surface area designated as Class B, C, D, or E airspace. Spin training will not be conducted over a congested area (i.e. city, town, settlement, or over an open-air assembly of persons.)

