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# Pilot in Command Requirements

# Volunteer Pilot Requirements

## Minimum Pilot in Command (PIC) Qualifications

- For the operation of any single-engine piston aircraft, the pilot shall have a minimum total time of **125** hours with no less than **100** hours as Pilot in Command (PIC). Minimum of **25** hours in make and model.
- For the operation of any multiengine aircraft, the pilot shall have a minimum total time of **200** hours as Pilot in Command (PIC). Minimum of **150** hours in multiengine and a minimum of **50** hours in make and model.
- For the operation of any turbine powered aircraft, the pilot shall have a minimum total time of **500** hours as Pilot in Command (PIC). Minimum of **100** hours turbine and a minimum of **50** hours make and model.
- Minimum of **25** hours as PIC shall have been flown and logged within the 12 months immediately preceding the flight.
- Minimum of **12** hours flown and logged during the previous 90 days. *(This requirement can be waived if the pilot completes 2 hours of dual training with a certificated flight instructor prior to flying a HelpFourPaws flight.)*
- Pilot shall have a current valid medical certificate, a current flight review, and for pilots conducting flights under IFR, an instrument rating applicable to the aircraft to be flown by said pilot and shall be current with applicable flight times and rules as set forth in the FARs.
- Minimum of one million dollars (\$1,000,000) liability insurance with not less than \$100,000 per seat shall be in force on any aircraft to be used for HelpFourPaws flights.
- Aircraft must be properly registered, licensed, and airworthy. It is recommended that aircraft engine be overhauled prior to reaching manufacturer's recommended Time Between Overhaul (TBO).
- No pilot of 75 years of age or older shall be permitted to fly a HelpFourPaws flight. *(This requirement can be waived with approval of the VPO's Safety Council.)*

In addition to above listed qualifications, the following actions have been implemented:

- Mandatory annual recertification by Volunteer Pilot (must certify that minimum standards are met to remain an active pilot).
- Mandatory affirmation that all qualifications are met prior to date of a flight you have accepted. This will be built into our flight coordination system.

## Developing a Culture of Safety

Besides the Volunteer Pilot Requirements listed above, the following actions will be taken to develop a culture of safety within our organizations:

- Establish safety page on website.
- Add a safety article to each newsletter.
- Establish Pilot Mentorship program where veteran pilots are teamed with new pilots.
- Increase emphasis on safety during pilot orientation.
- Promote Air Safety Foundation (ASF) website ([www.ASF.org](http://www.ASF.org)) where safety courses, quizzes, and advisories are readily available.
- Encourage new pilots to fly with a veteran HelpFourPaws flight pilot prior to accepting their first flight as PIC.
- Update terminology to remove undue pressure on pilots.

## Volunteer Pilot Standards

- Legs will only be flown by pilots meeting minimum requirements.
- All animals will be contained within a crate so as not to provide any distractions or undue hazard to pilot duties.
- Pilots must be VFR/IFR current.
- Pilots must be day and night current to carry passengers.
- Pilots must hold current medical certificate.
- Aircraft utilized for transport must be airworthy as defined by FAA regulations and, to the pilot's best knowledge, be free of any and all defects that could in any way compromise the safety of the flight.
- Pilots must have competent knowledge of aircraft systems, emergency procedures, avionics operation, etc., for aircraft used for transport.
- Pilots must complete Go/No-Go checklist; passenger, co-pilot release forms, and post-flight report.
- Pilots are requested to use non-punitive report process to communicate any and all situations where, when safety of flight was compromised.
- Pilots are requested to provide feedback on weather, airports, ATC, other pilots, etc., that could compromise safety for future flights.
- Passengers and crew of all transport flights must be restrained by FAA- approved seat belts or FAA-approved child safety seat. The only exception shall be change of seat position, quick access to luggage, care and/or feeding of an animal or use of lavatory.
- Pilots will consult available weather products, wind sock, etc., to verify departure will be from correct runway relative to wind conditions.
- Pilots will utilize computer devices and reading material only as these are pertinent to safe operation of the flight, and will refrain from any and all distractions that could compromise safety of flight.
- Pilots will utilize and brief passengers that a sterile cockpit condition exists during taxi and takeoff until reaching cruise altitude and also during descent from cruise altitude, descent, approach, landing and taxi to ramp.

## Volunteer Pilot Best Practices

- Be well rested and healthy for flight.
- Set aside plenty of time - don't be rushed.
- Cancel if you don't feel right or feel stressed out.
- In IMC conditions, plan to land at airport, with a precision approach.
- Add 100 feet to all approach minimums, especially at night.
- Weather minimums at the Departure airport, for flight being conducted in IMC conditions, are at or above 1000' / 3 mi (DAY) or 2000' / 3 mi (NIGHT)
- For flights conducted in IMC conditions, there are airports enroute with current and forecasted minimums at or above 800' / 2 mi.
- Destination airport minimums, for IMC conditions, at destination airport at ETA +/- 1 hour must be at or above 1000' / 3 mi (DAY) or 2000' / 3 mi (NIGHT)
- Weather minimums at the Departure and arrival airport, for a flight being conducted in VMC conditions, are above 3000' / 5 mi (DAY) or 5000' / 5 mi (NIGHT)
- The reported crosswind component for all flights does not exceed 15 knots, including gusts at destination and arrival airports.
- Night landing should only be to runways with functional vertical guidance (VASI, PAPI, ILS, GPS).
- Do not attempt circling approaches at night.
- Utilize qualified co-pilot when destination is busy Class B airspace with potential high workload. If not available, be thoroughly briefed and organized.
- Add 50% to POH runway length to clear the obstacle for take-off and landing under ambient conditions.
- IMC take-off: add 50% to approach landing minimums. (Example: FDK minimums 200/1/2, take-off should be at least 300/1)
- If destination is unfamiliar, obtain briefing from pilot with experience with that airport prior to flight.
- Expect the unexpected.
- Thoroughly brief passengers on what to expect during flight.
- If in doubt or have lack of confidence, cancel.
- Fly safe or don't fly.

## Volunteer Pilot Go/No-Go Checklist

	EXCELLENT	OK	MARGINAL	POOR
<b><u>Pilot</u></b>				
Physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared/Confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well rested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Aircraft</u></b>				
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel reserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment sufficient For flight conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight and balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Weather</u></b>				
Current & Forecast Conditions				
Departure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain if "Marginal" or "Poor": \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b><u>Other</u></b>	YES	NO
Child safety seat	_____	_____
Passengers briefed	_____	_____
Pre-departure weather briefing	_____	_____
Verify departing on correct runway	_____	_____
Release forms signed	_____	_____

Flight # \_\_\_\_\_

Pilot Signature \_\_\_\_\_

Date \_\_\_\_\_

### HelpFourPaws Annual Pilot Affirmation

HelpFourPaws believes that its pilots should maintain a certain level of proficiency in their flying to function as Pilot in Command.

HelpFourPaws does not conduct recurrent training or proficiency flight checks, but does expect the Pilot in Command to maintain proficiency. HelpFourPaws has set the following proficiency standards that must be affirmed by the Pilot in Command annually:

- I hold a current and valid private pilot’s certificate and a current and valid medical certificate.
- I meet the minimum total time requirements per published standards:  
(125 hours for single engine – 200 hours for multi-engine)
- I will accept flights only when I have flown at least 12 hours within the previous 90 days or I have completed at least 2 dual training hours with a CFI.
- I am Instrument rated to fly an IFR flight plan
- I have insurance coverage in effect (liability minimum \$1,000,000).  
Name of Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_
- I agree to abide at all times by applicable FAA Rules and Regulations in the conduct of flights, and to provide transportation in an “airworthy” aircraft, as defined by the FAA Rules and Regulations.

\_\_\_\_\_  
Signature Date

NAME (Last/First/Middle): \_\_\_\_\_  
Please Print

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE: (     ) \_\_\_\_-\_\_\_\_ CELL PHONE: (     ) \_\_\_\_-\_\_\_\_

EMAIL: \_\_\_\_\_