



COLORADO
NORTHWESTERN
COMMUNITY COLLEGE
SAFETY PROCEDURES AND
PRACTICES

COLORADO NORTHWESTERN COMMUNITY COLLEGE
SAFETY PROCEDURES AND PRACTICES
STUDENT PILOT BOOK CONTROL

05/17/2017

NOTE: This Control page includes all changes/revisions to;

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	05/17/2017	Rear Cover
	05/17/2017	Change Formatting and Corrected Errors

Record of Revisions

Revision #	Date	Chief Flight Instructor

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Student Enrollment

At the time of enrollment in any part 141 training course each student must receive a copy of the following:

1. A certificate of enrollment
2. A copy of the student's training syllabus.
3. A copy of the safety procedures and practices.

General Rules

1. Students will comply with all applicable Federal Aviation Regulations (FAR's) and CNCC procedures
2. Attendance is required at all scheduled flying and class periods if the student is to remain in good standing with the college and in the flight program. To NOT be in good standing is defined as but not limited to examples such as; failing grades or incompletes from previous semesters. Those students who are not in good standing will not be allowed to participate in special events such as; field trips or NIFA competitions.
3. The student and instructor should work together to make the best use of each scheduled flight block. The flight time requirements for all approved courses, are minimum requirements. All students must meet FAA Airman Certification Standards. To achieve these skills in the time allowed, it will be necessary for the students to apply themselves diligently to the program objectives.
4. All flights will be made in CNCC approved aircraft and each individual flight must be specifically authorized by, and under the supervision of, a Colorado Northwestern Community College approved instructor. The flight must also be a specific requirement of the CNCC Pilot Certification Courses. All flights will be made in accordance with applicable rules of Part 61, Part 91, and/or Part 141 of the Code of Federal Regulations (CFR 14).

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Observer policy

Because CNCC is a Flight Training institution and not a passenger-carrying airline, the following rules will apply:

1. Observers will be considered ONLY on DUAL Training flights, which originate and terminate at the home base at Rangely and they must remain with that flight throughout its entirety.
2. An approved flight instructor MUST occupy a pilot seat at all times during the flight.
3. The flight MUST be mutually approved by:
 - a. First, by the student receiving the instruction;
 - b. Second, by that student's instructor
 - c. Third by the Program Director or Chief Flight Instructor.
4. Weight and balance, density altitude, performance data concerning the flight must be signed by the authorized instructor and a copy of a government issued photo ID attached to the risk assessment.
5. Only one (1) observer is allowed on a flight.
6. The observer must be a CNCC Student; or other observer approved by the Program Director or Chief Flight Instructor. Passengers may not in any way take part in the flight operations with the exception of helping to locate other traffic

Note: (A refusal by any of the parties involved will not require any explanation, and will be accepted by all as final.)

Note: (Any exceptions to these rules must be approved by the program director.)

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Attendance — Flight (continued)

If the student feels he has been charged in error, he/she may request in writing that

the charge be scrutinized. This written request should be given to his flight instructor, who will make any necessary comments on it and submit it to the Program Director, or as appropriate to the Chief/Assistant Chief Flight Instructor, who will make the final determination.

NOTE: Students will receive a written copy of a No-Show/Absence form for any absence. No student shall be suspended without due process procedures, provided those students are not subject to disciplinary suspension for other reasons.

Attendance Ground School

Unauthorized absences from ground school classes will be handled according to the class instructor. Students enrolled in 141 grounds schools must make up all absences.

Inactive Student policy

All Aviation Technology students that have not been active in the last four (4) months will be sent a letter from CNCC Flight Operations stating that the student's Part 141 , or Part 61 , enrollment will be terminated in fifteen (15) days unless the student notifies CNCC regarding his intentions.

ACTIVE means the student is either flying in the program, attending aviation or related ground school courses, or both, as determined by the Department Chair or Chief Flight Instructor.

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Maneuver Grades (Tasks) (Continued)

On solo flights, tasks completed will be marked as an "S" by their individual flight instructors after the flight is checked in.

Stage Check Grades

All maneuvers and tasks required during Stage Checks will be graded using the above grading scale. This is to evaluate the student's performance on all maneuvers to better assess the student's exact level of performance.

Note:

(FAA knowledge exam is required for course completion and final grade. All approved ground school stage exams must be passed with a score of 80% or better. The class grade reflects an average of all approved syllabus exams and class work assigned by the course instructor.)

Academic Standards

1. All aviation students are expected to comply with the CNCC Policies regarding Academic Standards, Probation, Suspension, and Expulsion (reference the CNCC General Catalog).
2. Any student who receives a "D" in any AVT course will be placed on probation within the Aviation Technology Program. Upon receipt of second "D", the student will be subject to review and possible dismissal from the program.
3. Any student who receives an "F" in any AVT class will be subject to review and possible dismissal from the program.
4. A student with grades of "D" or below in any AVT class may be counseled and placed on non-flight status by the Program Director. It then becomes the responsibility of the student to provide proof of satisfactory academic progress to the Program Director or Chief Flight Instructor in order to return to flight status.

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Flight Authorization Procedures

Students should arrive at the airport at least 30 minutes before the scheduled flight time and begin the preflight procedure as soon as an aircraft is available in order to assure maximum flying time in each flight period. Aircraft should have no less than the minimum recommended amount of fuel and oil for each flight.

1. Before each flight, the student must fill out a Risk assessment sheet for the aircraft assigned, aircraft weight and balance, and practice area to be used.
2. The student must then determine that there are no open squawks (maintenance discrepancies), and all Airworthiness directives and inspections are current.
3. For cross-country flights, weather and other information pertinent to the flight must be obtained and a flight plan must be filed.
4. On returning from the flight, the student must return the clipboard and key. It is the pilot's responsibility to CLOSE YOUR FLIGHT PLAN if one has been filed.

NOTE:

(If flight is overnight, student must call Rangely, to get permission to depart for the return trip.)

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Payment of Fees

CNCC reserves the right to adjust tuition, room and board, etc., at any time deemed necessary by the Board of Trustees. All flying will be charged against the students flight account (see below) at the regular rates established by the College for the specific aircraft, being used.

Each flight student must establish a prepay flight account prior to the start of each semester based upon the estimated number of hours to be flown in that semester and the type of aircraft to be used. These flight fees must be paid in advance to establish the flight account.

Ground instruction 1 on 1 with student's flight instructor is an essential part of flight training and is to be expected. During these sessions, students will be charged the normal instructor rates. Additionally, time used before and after flight to brief and debrief will be charged at the normal instructor rate.

Students will be charged "Dual" for the entirety of their initial solo lesson. This includes when the instructor exits the airplane and the student continues solo.

Additional funding may be needed for those students requiring flight time that exceeds the estimates and should be considered to prevent grounding due to insufficient funds in the flight account.

Students completing their requirements in less than the estimated times will receive credit or return for the unused portion of their account.

A student must have a minimum of \$500 deposited in their flight account to begin flying on the first flying day of the semester.

1. The student will be notified when his/her money has reached \$500 or below.
2. If the account balance is \$200 or below the student will be grounded until the account is back to a minimum balance of \$500, unless the \$200 is enough to finish the stage in the course or the Aviation Department Chair has approved other arrangements.

Note:

(If the student is receiving financial aid for their education, the account must be set up and administered through CNCC in Rangely.)

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Probation Period(Continued)

Evaluations

There will be a week-to-week evaluation based on the following:

1. Attitude
 - a. Follows directions
 - b. Cooperates with other
 - c. Attendance
 - d. Promptness
 - e. Put airplanes and equipment away
 - f. Personal motivation
2. Flying Skills.
3. Academic Progress.
4. Class Attendance.

At the end of the semester, a Board that consists of the Program Director, the Chief Flight Instructor, Assistant Chief Flight Instructor, and the primary flight instructor of the student will convene to discuss all the evaluations, as well as, the overall evaluation of the student. During the evaluation process, if a student is found to be having difficulties in a number of areas, he may be advised to not continue in the flight program. This probation period is deemed essential, as a career in aviation may not have been the best choice. The program requires academic and mechanical abilities and a dedication to the program and the profession.

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Statement of Policy (Continued)

2. The College reserves the right to require any student in the Aviation Department To submit to an alcohol and/or drug test, at the College's expense through any outside qualified agency or facility if there is a reasonable suspicion that the student is impaired due to drug or alcohol use. The flight department is also required to test students at random as part of our drug policy. Reasonable suspicion must be based on specific, contemporaneous physical, behavioral or performance indicators. Instructors will receive training in making this determination. The determination must be jointly made by at least two College employees, but need not be based on first-hand observation by both. Students who are requested to submit to an alcohol and/or drug test will be asked to sign a consent form and release form authorizing the test to be performed and the results to be released to the College.
3. In addition, CNCC requires students to post accident testing. As soon as possible after an accident, but in no case later than 32 hours after the accident, the affected covered student(s) MUST submit to a drug and/or alcohol test.
4. CNCC has implemented a program of unannounced testing of all students.
5. Drug tests prescribed by this section will be for marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, and the metabolites of those drugs.
6. The College will designate a person, knowledgeable of substance abuse disorders. The Designee shall review and interpret confirmed positive test results. The Designee shall examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history, or review of any other relevant biomedical factors. The Designee shall review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Where practicable, the Designee shall give the student an opportunity to discuss the test result. Before obtaining medical information from the student, the Designee shall inform the student that information may be disclosed to College personnel as necessary pursuant to these rules. A drug test shall not be determined to be positive until it has been reviewed by the Designee, and verified by the Designee to be positive.

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Definitions

1 . Alcohol or Alcoholic Beverages:

- means beer, wine and all forms of distilled liquor containing ethyl alcohol. References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing ethyl alcohol.

2. Drug:

- Any substance (other than alcohol) that has known mind or function altering effects on a person, including psychoactive substances and including, but not limited to, substances prohibited or controlled by Colorado and federal controlled substances laws, including the Controlled Substances Act (21 U.S.C. S 812, and as further defined by regulation at 21 C.F.R. 1308.1 1 through 1308.15).

3 Prescribed Drug:

- Any substance prescribed for the individual consuming it by a licensed medical or dental practitioner.

4. Impaired:

- Where a student's behavior or condition adversely affects performance (e.g., reduced alertness, coordination, reactions, responses, or effort) or threatens the safety of himself/herself or others, or property; or where there are other specific, observations concerning the appearance, behavior, speech or body odors of the student which reasonably indicate impairment of normal human functions.

5. Accident:

- An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

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Interpretation

This policy is to be construed under the laws of Colorado and in harmony with the laws and constitutions of the United States of American and the State of Colorado. With respect to students' subject to FAA regulations, this policy is intended to comply with all applicable regulations and shall be construed in harmony with such regulations.

Dísciplíne

1. Behavior in a manner contrary to safety, or violations of Federal Aviation Regulations or CNCC policy or Operating Rules may disqualify a student from further participation in the flight program.
2. In the case of violations, his/her instructor may ground the student pending an investigation and possible hearing.
3. The Chief Flight Instructor should be notified immediately of the problem and be brought up to date with atl available information about the situation. The Chief Flight Instructor will advise the Department Chair of the situation, who may then convene a Board of Review and notify the student in writing of the time and place of the hearing, and of the students right to appeal the recommendation of the Board of Review through the ordinary disciplinary procedures of the College.
4. The recommendation of the Board of Review will depend upon the seriousness of the violation and may be that the student be placed on probationary flight status; that he be suspended or dismissed from the flight program or the College; or that he be subject to some less serious disciplinary action designed by the Board of Inquiry to reduce the probability of reoccurrence of similar incidents.

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National Intercollegiate Flying Association

The National Intercollegiate Flying Association is an organization that promotes airmanship, leadership, collegiality, and safety. To that effect, NIFA holds annual SAFECON flight and ground competitions. These events consist of several ground and flight events. Regional events are held and qualifying teams advance to a national event. The competitors are students from each college's flight program representing freshmen and sophomore classes.

CNCC offers AVT 275 (NIFA) in the Fall semester. This course prepares the competitors for their assigned tasks within the competition. The course itself and participation are requirements to attend the competitions but they do not guarantee you a place on the travelling competition team. Funding and space is limited so the NIFA coaches will determine who will attend the regional and national events, their decision is final. If the event is cancelled or postponed into the next semester and this causes a student to be unavailable to attend, the student will NOT receive a refund for tuition.

Competitors represent their college so professionalism and academics are of the utmost importance. Throughout the competition season, any competitor can be removed from the travelling competition team by a coach or the program director. That decision is final. Reasons for removal include but are not limited to conduct unbecoming a college representative, failure to meet academic standards (poor grades, incompletes, etc....), missing more than 1 unexcused practice, nonparticipation in fundraising, or a safety violation.

As stated earlier, funding is limited and travel and practice are expensive. The college does subsidize travel but participation in fundraising activities is mandatory and crucial to meeting monetary goals. Each team member, regardless of travel status, is required to participate.

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Weather Considerations

1. If the forecast weather is doubtful---DO NOT GO!
2. Remember-When in doubt, DON'T!
3. If you encounter deteriorating weather while enroute--- TURN AROUND!!
4. DO NOT FLY into snow, rain or reduced visibilities.
5. DO NOT FLY under a low or a lowering ceiling
6. DO NOT FLY over a broken to overcast layer or over ground fog.
7. The 180 degree turn, executed in time, is the best life preserver you have.

Operating in snow or Rain

Taxi no faster than you can walk, with the elevator full aft to eliminate any bouncing of the nose gear over patches of snow or uneven pavement.

Cold Weather Operations

The preparation and ground operation of the aircraft, after it has been sitting idle in very low temperatures, may present particular problems. In such cases, the instructor and student should use the proper procedures as outlined in the pilot operating handbook.

Under no circumstances should a pilot take off with any snow, ice, sleet, or frost adhering to the wings or tail of the aircraft. If any engine gauges are out of the normal range, a takeoff should be delayed until all gauges are in the normal range. Colorado Northwestern Community College aircraft should be placed in a heated hangar during extended periods of non-activity (1 hour or more). This would preclude the special procedures needed for start.

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Aircraft Discrepancies and Approval to Return—to-Service

Determinations

All aircraft discrepancies are required to be documented by the PIC on the Discrepancy Log located in the clipboard for that aircraft. During a solo flight, the student must also notify the flight instructor. The aircraft will be grounded until appropriate action has been taken.

Your flight instructor will pass the discrepancy along to the chief flight instructor and maintenance personnel.

Determination of Airworth

Students are not authorized to determine if an aircraft is airworthy after a discrepancy has been found. Students will fill out the Discrepancy Log, ground the aircraft and notify the flight instructor. The flight instructor will refer to FAR 91.213(d) and follow the procedure for inoperative instruments and equipment. If the flight instructor determines it is not airworthy, the plane will remain grounded. If located at Rangely, the keys and clipboard will be given to maintenance. If the flight instructor determines that under FAR 91.213(d) the aircraft is airworthy, it may be deferred as outlined below.

Deferral under part FAR 9 • 2 1 3D)

Only a CNCC flight instructor may defer a discrepancy following the below procedures:

- 1 The deferral must be approved by the chief or assistant chief flight instructor.
2. The Flight Instructor complies with FAR 91.213(d) 1-4
3. The Flight Instructor completes both the Discrepancy Log and the Deferred Log in the aircraft clipboard.
4. If a solo student is off base, the flight instructor may guide the student on step 2 and 3 only after step 1 is completed.

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Fuel Reserves for Local and Cross—Country Flights

All dual and solo flights, local and cross-country will flight plan to have one hour reserve fuel. This insures an extra margin of safety within FAR's 91.151 for VFR and 91 .167 for IFR

Note:

(Be sure to have the company credit cards with you. It is required that all pilots return the credit cards immediately following a flight.)

Avoidance of Other Aircraft

CNCC aircraft shall not be operated closer than 500 ft. from other aircraft. All aircraft, must comply with the current Federal Aviation Regulations.

Radio Communication Procedures

All pilots in the traffic pattern at Rangely will monitor the Rangely Unicom frequency (122.80 MHz) for traffic and advisory information.

While in the practice areas, all pilots will monitor Unicom, make routine position reports, and always keep your eyes outside the aircraft. Remember clear the area always before maneuvering the aircraft.

The radios will be used to advise other pilots of intended operations. Arriving and departing traffic will use the radio procedures listed in the AIM.

Minimum Altitude Limitations and Simulated Emergency

Landing Instructions

1. CNCC students cannot fly lower than 1000 ft. AGL, unless landing at an airport.
2. No SOLO emergency practice is allowed.

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Traffic Pattern at +vO (Continued)

Two aircraft may not use the runway simultaneously for purposes of taking off or landing. If there is more than one aircraft in the traffic pattern, pilots should plan their patterns to give the aircraft ahead time to land and take off again, or to land and taxi clear of the active runway.

If on final approach to landing, the runway is occupied, the pilot should execute a go around. Do not over-fly the aircraft on the ground but alter flight path to the safest side, usually to the right of the runway, and keep visual contact and separation from the aircraft.

Cross Country Flight Considerations

Every cross-country flight, whether by a private or commercial student, must be authorized by the instructor with an appropriate endorsement. No unauthorized "overnight" trips will be allowed. Students delayed by weather or mechanical trouble are required to follow this list, which is attached to each aircraft and clipboard.

A flight plan must be filed for each cross-country flight and it is encouraged to use flight following if ATC availability exists.

The student is advised that they can be held liable for any expense incurred if they fail to close a flight plan on time. An example of such expenses is search and rescue

In case of weather, maintenance, or any problems on solo x-c:

1. Land at the nearest airport.
2. Secure the aircraft.
3. Cancel your flight plan.
4. Call your flight instructor

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Securing of aircraft when not in use parking of Aircraft:

1. After each flight the aircraft must be parked and secured in one of the parking spaces or stored in the hangar.
2. The aircraft must be properly tied down, chocked, gust lock installed, and the aircraft keys returned immediately in the terminal.
3. Aircraft will be cleaned up after each flight. Remove all trash from cockpit and cabin areas. Clean or arrange to have any liquid debris cleaned. What you mess up, clean it up.
4. Slide the seats all the way back for easy access of next flight.
5. Neatly fasten the seat belts and stow shoulder harnesses to retain a professional appearance.
6. Complete all paperwork and remove all personal belongings.

Leave the aircraft the way you would like to find it!

Hangaring of Aircraft

1. Aircraft shall be stopped at a safe distance from the hangar doors, the Aircraft will be pulled inside.
2. Engines will not be operated in any hangar.
3. An instructor will supervise the removal or putting aircraft in the hangar.
4. The opening or closing of the hangar doors will be done by an instructor, or maintenance personnel.
5. During the winter months, the airplanes are kept in the hangar overnight, so all airplanes must be removed from the hangar every morning and put away every evening.

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Approved Airports List solo Commercial

Student Approved Airports

Big Piney, WY	KBPI
Billings, MT	KBIL
Boseman, MT	KBZN
Canyonlands, UT	KCNY
Casper, WY	KCPR
Cody, WY	KCOD
Cortez, CO	KCEZ
Craig, CO	KCAG
Delta, CO	KAJZ
Durango, CO	KDRO
Eagle, CO	KEGE
Gallup, NM	KGUP
Grand Junction, co	KGJT
Gunnison, CO	KGUC
Hayden, CO	KHDN
Heber City, UT	361J
Idaho Falls, ID	KIDA
Logan, UT	KLGU
Meeker, CO	KEEO
Montrose, CO	KMTJ
Page, AZ	KPGA
Pocatello, ID	KPIH
Price, UT	KPUC
Rawlings, WY	KRWL
Rifle, CO	KRIL
Riverton, WY	KRIW
Rock Springs, WY	KRKS
Roosevelt, UT	74V

St. George, UT
Steamboat Springs, CO
Vernal, UT

KSGU
KSBS
KVEL