

SAIR FLIGHT REQUEST INSTRUCTIONS

1. Go to <http://tripreq.seagil.com/b4w>
2. Log in using your email and password.
 - a. To obtain a password, please email the following information to Marc Overman moverman@tamus.edu
 - i. Full name
 - ii. Department name
 - iii. Work email
 - iv. Work phone number
 - v. Cell number
 - vi. Password you wish to have. (No characters, just letters and numbers)
 - b. Once the information is received, an account will be created for you and you will be notified.
3. Once logged in, you will see a calendar. Go to the day you wish to request the flight.
 - a. If there is a flight already scheduled for a particular aircraft, you will see the tail number of that aircraft (i.e., N90AM or N96AM). The maximum you will see is N90AM and N96AM together. If that is the case, then both aircraft are already scheduled for that day.
 - i. If that flight has available seats remaining, you can hover over it to see the details of where the flight is going and when.
 - ii. If you wish to join that flight, click on it and the form will come up.
 - b. If there are no flights on that date, it will be blank. If there is only one aircraft shown, only that aircraft is scheduled for that day. In either of these cases, there is an aircraft available on that day.
 - i. If you wish to request a flight, click the Request NEW Trip button and the form will appear.
4. Please fill out the form in its entirety. Specific guidance is below:
 - a. Locations – Please only put legs that you will have passenger(s) on that leg. The appropriate positioning legs will be entered as needed by SAIR. Each line is a leg. Enter the departure and arrival location (airport, if known, or city, state) for the first passenger leg in line one. Then select what is more important to you, the departure time or arrival time for that leg, in the dropdown menu. Then enter the time requested. For legs 2 and higher the departure airport is automatically entered for you based upon the last arrival location. Enter the next arrival location, which time is more important (departure or arrival), and the time for that leg.
 - b. Times - Please use a 24-hour format (0800 for 8:00 a.m. or 2000 for 8:00 p.m.) If all of the flight legs occur on the same day, you only need to enter the date on the first leg.

- c. Trip Purpose – Please give a specific reason for the passengers travel. If there are different reasons for some than others, please indicate both and who is going for what. Also please give a generic reason code. See below for a list of codes.
 - d. Cost Center – For SAIR Use Only. Please leave blank.
 - e. Department – Enter the specific Department (TAMU or TAMUS, college, department).
 - f. Passengers - Enter all passenger names (Last, First, Middle Initial). Please provide a cell number, if possible, to facilitate communications on the day of the flight. Check the block of each leg that each passenger will be on.
5. When all legs and all passengers have been entered, hit the Submit Request Button on the top right. An email will be sent to Marc Overman, Chief Pilot and Regional Flight Director, and he will respond to you.

Thank you. If you have any questions or issues please call Marc Overman at 979-845-8181 or email moverman@tamus.edu

CODES

A	Address/Speech
B	Board Meeting
C	Conference/Convention
D	Deposition/Trial
E	Awards Ceremony/Reception
F	Maintenance/Flight Training
H	Hearing
I	Audit/Inspection
K	Client/Prisoner/Witness Transport
L	Task Force/Legislative Committee
M	Meeting (other than Board)
N	Investigation
P	Aerial Photography
R	Interview/Recruitment
O	Other

SAIR RULES ON LENGTH OF DAY

1. One crew can be scheduled to a maximum day length of 13 hours. We are required to have a one hour preflight and 30 minute post flight. So, in essence, we cannot schedule anything longer than 11.5 hours from first takeoff to last landing.
2. Once a day has started, at the Captains discretion with the safe operation of the aircraft being the biggest consideration, the maximum day can be extended by 1 hour. This is on a case-by-case basis and is never automatic.
3. If, due to weather or other circumstances, the length of the crew's day has or will exceed the above limits or at any time the Captain determines the aircraft cannot be operated in a safe manner, the aircraft shall not continue on that day until the crew can obtain crew rest. (a minimum of 8 hours)

FACTS ABOUT SAIR

1. SAIR has two King Air 200 aircraft. Maximum passenger loading is normally 6 per aircraft.
2. Seven passengers may be flown, but one passenger will be sitting on the aircraft lavatory during the flight. This is a legal passenger seat but if someone is using it as a seat, the lavatory will not be available during the flight.
3. Eight passengers may be flown in very rare cases. The eighth passenger would have a seat in the baggage compartment. Again, this is a legal passenger seat, but because it is in the baggage area, no baggage will be allowed on a flight if there is an eighth passenger.
4. All flight requests having passengers over 6 must be approved by The Regional Flight Director prior to scheduling it.
5. SAIR has three full-time Captains and employs 7 part-time co-pilots. Therefore, if both aircraft are scheduled on the same day, the use of a qualified part-time co-pilot is required.
6. Per System Policy, all aircraft requests are subject to cancellation based upon the needs of the Board of Regents and/or the Chancellor at any time, including after they are scheduled.