

**CORPORATE INSURANCE GUIDELINES FOR
THE USE OF AIRCRAFT NOT OWNED BY THE UNIVERSITY**

The XYZ Company's business needs may require the use of various types of non-owned aircraft for various activities. The following guidelines should be followed when arranging charter flights for The XYZ Company or any of its subsidiaries or affiliates or when allowing aircraft to land on property owned by The XYZ Company:

1. Other than as may be specifically approved by _____, XYZ **employees may not pilot** privately owned or rented aircraft on company business.
2. All charters should be subject to a written charter agreement. All such agreements must be submitted to the appropriate individual within XYZ's Risk Management Department for approval *prior to execution*. The appropriate individuals are: _____
3. All charter agreements should contain an Insurance/Indemnification section in the form set forth in attached Exhibit B.
4. In connection with all charters, Certificates of Insurance must be obtained which evidence compliance with all provisions of the Insurance/Indemnification section.
5. Certificates of Insurance should show an aircraft operator's full policy limits and should include the War, Hijacking and Other Perils write-back (as respects this write-back, an aggregate sub-limit of \$50,000,000 with respect to non-passenger, third party liability is acceptable). The following are required **minimum** liability limits based on the type of aircraft/activity involved. Passenger liability sub-limits should be avoided.

Single Engine Piston Fixed Wing	\$2,000,000. Combined Single Limit including passengers.
Helicopters	\$10,000,000. Combined Single Limit including passengers.
Multi-Engine Piston Fixed Wing	\$10,000,000. Combined Single Limit including Aircraft passengers.
Jet/Turbo-Prop, Fixed Wing (up to 12 total seats including crew)	\$50,000,000. Combined Single Limit including Aircraft passengers.
Aircraft (13-40 total seats including crew)	\$200,000,000. Combined Single Limit including passengers.
Aircraft (over 40 total seats including crew)	\$500,000,000. Combined Single Limit including passengers