



# Stanford University Application to Charter Aircraft

## INSTRUCTIONS

Use the Application to Charter Aircraft to initiate an aircraft charter. Submit completed form to Stanford Contracts and/or Stanford Risk Management.

## DEPARTMENT

Date of Application: \_\_\_\_\_ Stanford Agreement/P.O. No. (attach copy): \_\_\_\_\_  
Department: \_\_\_\_\_ Dept. Account No.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Dept. Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

## CHARTER INFORMATION

Date(s) of Charter: \_\_\_\_\_ Name of Stanford Employee Chartering Aircraft: \_\_\_\_\_  
Number of Passengers: Stanford Employees: \_\_\_\_\_ Students: \_\_\_\_\_ Other Invitees: \_\_\_\_\_ Is this an exclusive Stanford charter? Yes \_\_\_ No \_\_\_  
If no, explain: \_\_\_\_\_  
Purpose of Charter: (use attachment if necessary): Attach signed pilot and passenger waivers. See: <http://www.stanford.edu/dept/Risk-Management/docs/forms/pilotwaiver.shtml> and <http://www.stanford.edu/dept/Risk-Management/docs/forms/waiver-passenger.shtml>

Charter Itinerary (use attachment if necessary) : \_\_\_\_\_

## AIRCRAFT INFORMATION

Owner/Operator: \_\_\_\_\_ Address: \_\_\_\_\_ Ph: \_\_\_\_\_  
Aircraft Type (No. of engines; piston, jet; helicopter, etc): \_\_\_\_\_ No. of Passenger Seats: \_\_\_\_\_ No. of Crew: \_\_\_\_\_

## AIRCRAFT INSURANCE

Broker or Agent's Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
Name of Owner's Aircraft Liability Insurance Carrier: \_\_\_\_\_  
Policy #: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_  
Aircraft Liability Insurance Limits\* (Attach copy of Certificate of Insurance): \_\_\_\_\_

## CAMPUS REVIEW & APPROVAL

In accordance with Guide memo 36.7 [http://adminguide.stanford.edu/36\\_7.pdf](http://adminguide.stanford.edu/36_7.pdf), item 7. B, employees must obtain prior approval to charter and use aircraft on university business.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_  
Risk Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_

## UNIVERSITY INSURANCE REQUIREMENTS

Insurance Limits for Charter of Commercial Aircraft per Stanford's Non-owned Aviation Insurer (limits are combined single limit (CSL) for bodily injury, property damage, & passenger liability)

1. Charter of General Aviation Aircraft with 10 passenger seats or less: \$10,000,000 CSL per occ.
2. Charter of Rotor Wing Aircraft not exceeding passenger and crew capacity of 10 persons: \$10,000,000 CSL per occ.
3. Charter of Fixed Wing Aircraft with more than 10 passenger seats but less than 21 passenger seats: \$10,000,000 CSL per occ.
4. Charter of Fixed Wing Aircraft with more than 20 passenger seats but less than 41 passenger seats: \$25,000,000 CSL per occ.
5. Charter of Fixed Wing Aircraft with more than 40 passenger seats: \$100,000,000 CSL per occ.
6. Charter of Air Ambulance (Fixed or Rotor Wing type) not exceeding passenger and crew capacity of 10 persons: \$20,000,000 CSL per occ.
7. Additional Insured: name Stanford University, The Board of Trustees of the Leland Stanford Junior University, its subsidiary and affiliates, their directors, officers, agents, representatives, students, employees and volunteers must be named as additional insured.
8. Primary and Non-contributory wording: Coverage evidenced herein shall be primary and non-contributory to any other insurance that may be maintained by Stanford University, The Board of Trustees of the Leland Stanford Junior University, its subsidiary and affiliates, their directors, officers, agents, representatives, students, employees and volunteers.
9. Waiver of Subrogation: Waiver of subrogation shall be in favor of Stanford University, The Board of Trustees of the Leland Stanford Junior University, its subsidiary and affiliates, their directors, officers, agents, representatives, students, employees and volunteers. The waiver of subrogation applies to all lines of coverage. Include severability of interest.
10. Notice of Cancellation: Minimum thirty days written notice of cancellation or material change in coverage.