

Charter Aircraft Intake Form

INSTRUCTIONS

Use the *Charter Aircraft Intake Form* as a tool to assist you in collecting information related to the aircraft charter. This information will help determine the appropriate contracting provisions and insurance are in place. This tool can be submitted into BennyBuy with the contract request for the aircraft charter. Additional information on Oregon State University's requirements for aircraft charters can be found at <https://risk.oregonstate.edu/>.

DEPARTMENT

Department Contact Name: _____ Department/College: _____

CHARTER INFORMATION

Date(s) of Charter: _____ Name of Employee Chartering Aircraft: _____

Number of Passengers: OSU Employees: _____ Students: _____ Other Invitees: _____

Purpose of Charter

Charter Itinerary (use attachment if necessary): _____

AIRCRAFT INFORMATION

Owner/Operator: _____ Address: _____ Ph: _____

Aircraft Make & Model No.: _____

Aircraft Type (roto, piston, jet): _____ No. of Engines: _____

No. of Passenger Seats: _____ No. of Crew: _____

UNIVERSITY INSURANCE REQUIREMENTS

The University requires aircraft operators to have Aviation Liability Insurance with a minimum combined single limit of five hundred million dollars (US Currency \$500,000,000) per occurrence, with no passenger sublimits. Outside of commercial aircraft operators, it is required that a minimum combined single limit of \$5,000,000 (US Currency \$5,000,000) per occurrence per passenger seat, with no passenger sublimit.

The aircraft operators will provide a certificate of insurance that names the Public Universities Risk Management and Insurance Trust, Oregon State University, and their respective officers, trustees, employees, and agents as additional insured.

The aviation liability policy shall contain a waiver of subrogation in favor of the Public Universities Risk Management and Insurance Trust, Oregon State University, and their respective officers, trustees, employees, and agents.

The operator's insurance shall be primary and non-contributory to any other insurance that may be maintained by the Public Universities Risk Management and Insurance Trust or Oregon State University.

The certificate of insurance and endorsements must be obtained and forwarded to risk@oregonstate.edu at least 10 days prior to the flight.

Any exceptions must be approved by Insurance and Risk Management Services.