



**ARIZONA DEPARTMENT OF ADMINISTRATION  
RISK MANAGEMENT DIVISION**

100 North 15<sup>th</sup> AVENUE, SUITE #301  
Phoenix, Arizona 85007-2635  
Telephone: (602) 542 1445; Facsimile: (602) 542 1800

**PILOT APPLICATION (COMPLETE ENTIRE FORM)**

**PILOT HISTORY**

PILOT NAME:		DAYTIME PHONE: #	
ADDRESS:			
DATE OF BIRTH:		DRIVER'S LICENSE #/STATE:	
AIRMAN'S CERT.: #		MED. CLASS & EXP. DATE:	
ARE YOU A STATE EMPLOYEE?		AGENCY:	
HOW OFTEN DO YOU FLY ON STATE BUSINESS? ANNUAL FLIGHTS: ANNUAL HOURS:		PURPOSE OF FLYING ON STATE BUSINESS?	
OCCUPATION:			

If the answer to any of the following questions is yes, please give detail on separate sheet.	YES	NO
Have you ever had any aircraft accidents?		
Have you ever been cited for violations of civil/military aviation regulations?		
Are you flying subject to limitations or a waiver?		
Has your driver's license ever been suspended or revoked?		
Have you been arrested for operating a vehicle while under the influence of alcohol or drugs?		
Have you had any automobile accidents within the last five years?		

**CERTIFICATES / RATINGS**

Indicate all certificates you currently hold:		
<input type="checkbox"/> Student	<input type="checkbox"/> Airline (ATR)	<input type="checkbox"/> Single Engine Land
<input type="checkbox"/> Private	<input type="checkbox"/> Instructor	<input type="checkbox"/> Multi Engine Land
<input type="checkbox"/> Commercial	<input type="checkbox"/> Instrument Rating	<input type="checkbox"/> Helicopter
List all aircraft type ratings you currently hold:		
List all Manufacturer's Ground and Flight Schools and dates you have attended for each aircraft make and model:		
Indicate date of your last biennial flight review and list if it was VFR or IFR:		

**FLYING EXPERIENCE IN LOGGED HOURS  
PILOT-IN-COMMAND ONLY**

SPECIIFY ALL MAKE AND MODELS		LAST 12 MONTHS	LAST 90 DAYS	TOTAL LOGGED HOURS
<b>ALL SINGLE ENGINE FIXED WING/GEAR OR RETRACTABLE GEAR</b>				
<b>MULTI ENGINE PISTON</b>				
<b>MULTI ENGINE TURBINE</b>				
<b>HELICOPTER</b>	<b>PISTON:</b>			
<b>HELICOPTER</b>	<b>TURBINE:</b>			

**AIRCRAFT INFORMATION**

TYPES OF AIRCRAFT YOU OPERATE	YEAR	MAKE	MODEL	FAA#
<b>STATE OWNED AIRCRAFT:</b>				
<b>OWNED, BORROWED OR RENTED AIRCRAFT:</b> Borrowed or owned private aircraft (attach certificate of insurance providing evidence of \$1,000,000 minimum Aircraft liability including passengers)				

I CERTIFY THAT THE STATEMENTS I HAVE MADE IN THE PILOT APPLICATION TO BE THE BEST OF MY KNOWLEDGE AND BELIEF.

PILOT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ FOR SEFG SERG MEU HELI DATE: \_\_\_\_\_

# MINIMUM PILOT QUALIFICATIONS

QUESTIONS: CALL KRIS ROWEN: (602) 542-1445

1. SINGLE ENGINE AIRCRAFT - FIXED GEAR:

Holds a currently effective certificate issued by the Federal Aviation Administration designating him or her a private or commercial pilot with airplane category and single engine land rating with IFR and has a minimum of 250 total logged flying hours.

2. SINGLE ENGINE AIRCRAFT - RETRACTABLE GEAR:

Holds a currently effective certificate issued by the Federal Aviation Administration designating him or her a private or commercial pilot with airplane category and single engine land rating with IFR and who has a minimum of 500 total logged flying hours including at least 100 hours in aircraft having retractable landing gear.

3. PISTON-POWERED MULTI-ENGINE AIRCRAFT HAVING A MAXIMUM CERTIFICATED GROSS WEIGHT OF LESS THAN 7,500 POUNDS:

Holds a currently effective certificate issued by the Federal Aviation Administration designating him or her a Commercial pilot airplane category including multi-engine land and instrument ratings and who has a minimum of 1,500 total logged flying hours including at least 250 hours in multi-engine aircraft of which not less than 25 hours have been in the make and model aircraft to be flown.

4. PISTON-POWERED MULTI-ENGINE AIRCRAFT HAVING A GROSS WEIGHT OF MORE THAN 7,500 POUNDS BUT LESS THAN 12,500 POUNDS:

Holds a currently effective certificate issued by the Federal Aviation Administration designating him or her a commercial pilot with airplane category including multi-engine land and instrument ratings and who has a minimum of 2,500 total logged flying hours including at least 750 hours in multi-engine aircraft of which not less than 50 hours have been in the make and model to be flown.

5. TURBO-PROP AIRCRAFT - THE FOLLOWING SHALL APPLY:

Any person while holding a currently effective certificate issued by the Federal Aviation Administration designating him or her a Commercial pilot airplane category including multi-engine land and instrument ratings and who has a minimum of 3,000 total logged flying hours as pilot in command including at least 1,000 hours in multi-engine aircraft of which not less than 25 hours have been in Beech King Air 90 Model Aircraft and provided he or she has successfully completed the manufacturer's recommended ground and flight school or its equivalent for Beech King Air 90 Model Aircraft.

6. ROTARY WING AIRCRAFT:

Holds a currently effective certificate issued by the Federal Aviation Administration designating him or her a commercial pilot with rotor wing rating and who has logged at least 1,500 total flying hours of which 1,000 hours shall be in turbine powered rotary wing aircraft including no less than 250 hours in the made and model being flown and provided he or she has successfully completed the manufacturer's recommended ground and flight school or its equivalent.

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TITLE 2. ADMINISTRATION  
CHAPTER 10. DEPARTMENT OF ADMINISTRATION  
RISK MANAGEMENT DIVISION

Supp. 02-2

(Authority: A.R.S. § 41-621 et seq.)

Laws 1983, Ch. 98, 121, transferred authority for Risk Management Services to the Director of Administration effective July 27, 1983.

Article 1 consisting of Sections R2-10-101 through R2-10-105; Article 2 consisting of Sections R2-10-201 through R2-10-204; Article 3 consisting of Sections R2-10-301 through R2-10-304 adopted effective July 27, 1983.

Former Sections R2-10-01 through R2-10-05, R2-10-50 through R2-10-53, R2-10-100 through R2-10-103 renumbered and readopted with conforming changes.

ARTICLE 1. COVERAGE AND CLAIMS PROCEDURE

Section

- R2-10-101. Definitions
- R2-10-102. Reporting Procedures
- R2-10-103. Liability Claim Procedures
- R2-10-104. Self-insured Property Claim Procedures
- R2-10-105. Employment Discrimination Claim Procedures
- R2-10-106. State-owned Property Coverage and Limitations
- R2-10-107. Liability Coverage and Limitations
- R2-10-108. Deductibles and Waivers
- R2-10-109. Computation of Time

R2-10-107. Liability Coverage and Limitations

A. The following coverage and limitations apply in this Chapter:

1. The Department provides liability coverage within the limitations of A.R.S. § 41-621 for an officer, agent, or employee while driving a state-owned or other vehicle in the course and scope of employment.

a. Each agency shall ensure that an individual operating a vehicle on state business has a valid driver's license.

b. Coverage shall be on a primary basis for a state-owned, leased, or rented vehicle and on an excess basis for any other vehicle.

c. The state shall not provide coverage for damage or loss of a personal vehicle.

2. An officer, agent, or employee operates a state-owned vehicle within the course and scope of employment if driving:

a. On authorized state business,

- b. To and from work,
- c. To and from lunch on a working day,
- d. To and from meals while on out-of-town travel.

3. An officer, agent, or employee does not operate a personal vehicle within the course and scope of employment when driving:

- a. To and from work,
- b. To and from lunch in the area of employment and not on authorized state business,
- c. On other than state-authorized business.

B. A volunteer acting at the direction of a state official, within the course and scope of state-authorized activities, is covered under A.R.S. § 41-621.

C. A claim alleging a civil rights violation is covered through RM, except there is no coverage for payment of that portion of a settlement or judgment for position status adjustments.

D. The state shall cover an agent, officer, or employee for liability on an excess basis while using the agent, officer, or employee's personal aircraft within the course and scope of employment with the state under the following guidelines:

1. An agent, officer, or employee shall carry a minimum of \$1,000,000 in aircraft liability coverage.

2. RM shall approve an agent, officer, or employee pilot prior to flying on state business. To obtain this approval, an agent, officer, or employee shall complete an RM pilot application form that requests the pilot's name, airman's certificate number, driver's license number, aircraft description, rating, and flying hours, and submit it to RM for review with a certificate of insurance evidencing the required limits of coverage on a personal aircraft. To maintain RM approval, an agent, officer, or employee pilot shall submit an updated pilot application form and certificate of insurance annually.

3. RM shall send a letter to an agent, officer, or employee approving or rejecting an application to fly a personal aircraft on state business. The approval letter shall be presented to the appropriate department head and a copy sent to the agency's loss prevention coordinator.

4. An agent, officer, or employee shall maintain a current FAA pilot certification.

5. An agent, officer, or employee shall meet the pilot warranties in the aircraft insurance policy owned by the state.

6. An agent, officer, or employee shall hold all licenses, certificates, endorsements, and other qualifications, including proficiency checks and recent experience, required by the FAA or other federal, state, or local statutes and rules to act as pilot-in-command or as a required crew member for the aircraft being flown. The pilot-in-command shall meet current requirements for carrying passengers.

7. Course and scope of employment with the state does not include:

- a. Personal use of an aircraft;
- b. An aircraft for hire, reward or commercial use;

- c. Agricultural operations;
- d. Carrying external loads;
- e. Performing aerial acrobatics.

8. An agent, officer, or employee shall carry no more passengers on an aircraft than the number defined in the aircraft insurance policy purchased by RM.

9. The Department shall not cover damage or loss of the agent, officer, or employee-owned aircraft.

10. The guidelines in this Section apply to a non-state employee pilot flying on behalf of an agent, officer, or employee on authorized state business.

11. All aircraft used for state business shall comply with all statutes and rules of the FAA and other federal, state, and local jurisdictions for flight.

#### Historical Note

Renumbered from R2-10-105(C) through (J) and amended effective December 18, 1992 (Supp. 92-4). Amended effective January 12, 1995 (Supp. 95-1).

Section corrected to reflect amendment on file with the Office of the Secretary of State effective January 12, 1995 (Supp. 97-1). Amended by final rulemaking at 6 A.A.R. 1717, effective April 20, 2000 (Supp. 00-2).