

PROCEDURE

Effective Date: June 15, 2011

Approved By: Rich Van Den Hul, VP for BFA

Authority: POL-U5315.23

PRO-U5315.23A REQUESTING USE OF NON-OWNED AIRCRAFT

Action by:

Requesting Personnel
(or any personnel aware
of non-owned aircraft use)

Risk Manager

Assistant Vice President for
BFA

Risk Manager

Action:

1. **Notifies** Risk Management of the potential use of non-owned aircraft.
2. **Evaluates** level of risk and **identifies** potential risk response options such as certificates of liability insurance with additional insurance status in favor of Western and/or the use of contractual or hold harmless agreements.
3. **Makes** recommendation to Assistant Vice President for Business and Financial Affairs (BFA).
4. **Evaluates** recommendation by Risk Manager and **decides** whether to accept, reject or modify the recommendation.
5. **Consults** with Vice President for BFA on decisions that may be challenging or problematic.
6. **Informs** Risk Manager of final decision.
7. **Implements** decision made by Assistant Vice President for BFA by utilizing existing Business Services.