

## Policies and Issues Impacting AFC Volunteer Pilots



### Liability Release

The AFC Liability Release (waiver) MUST be **signed by ALL passengers about any flight** flown on behalf of Angel Flight Central. All companions and additional passengers brought by the pilot MUST sign the release BEFORE take-off.

### Child Safety Seats

All children 40 pounds and under **must be secured in a child safety (car) seat** during any AFC flight

### Flight Instruction & Student Pilots on Flights

CFI's are welcome to bring student pilots on AFC flights. It's a great way to share Angel Flight Central. However, no student or right-seat volunteer learning to fly is to become PIC or receive flight instruction **while an AFC passenger is onboard the aircraft.**

### Illegal Aliens & Passengers without IDs

**All passengers must have a Driver's License, Military ID, Government Issued picture ID or Passport to fly on an AFC flight.** AFC coordinators will make efforts to assure the passenger have appropriate ID's during the screening process. However, Pilots should check IDs before boarding the aircraft. Any travel arranged through commercial carriers, by AFC, must assure all passengers have valid ID's before any ticket or e-confirmation to fly.

### Privacy Policy

AFC guarantees not to sell or provide your personal information to a third party. AFC's complete Privacy Policy is available at the bottom of any page on the AFC website; [www.angelflightcentral.org](http://www.angelflightcentral.org). AFC is not a healthcare provider and is not regulated by HIPAA (Patient Privacy Act), however, for the privacy of AFC passengers, **Staff and volunteers share only information needed to carry out the mission with the passenger.**

### Seat Belts & Extenders

AFC coordinators obtain the height and weight of a passenger during screening and if the person is of large girth, the coordinator will ask if they are able to fasten a seatbelt in a car. Pilots are not required to provide seatbelt extenders for their aircraft, however, may wish to do so to accommodate some passengers.

### Tax Exempt Reporting by AFC Pilots

Because AFC pilots have such a wide variety of arrangements with their aircraft (business, fractional, rented, shared, owned, etc.) AFC does not attempt to keep track of every arrangement or give advice regarding pilots' taxes. **Pilots MUST request the mission and complete the mission report through AFIDS to receive mission milestone credit for the flight; which is evidence of a tax deduction.** Pilots may run a year-end report, for anytime period; they flew AFC completed missions. Expense receipts for

missions should be kept by the pilot as AFC does not keep track of individual pilot expenses. Your mission summary [historical] and year-end report is available on the Left menu [scroll down] after logging into AFIDS. These reports have been accepted for tax purposes since 2003. Please talk with your CPA or tax-person about your specific situation. In-kind donation of service from all AFC pilots and the cost of flights are reported annually on AFC's audited financial statement, IRS Form 990 and on the AFC Annual Report, based on cumulative Mission Completion Reports.

## Reimbursement for Charitable Flights

Angel Flight Central does not reimburse volunteer pilots for any expenses, including fuel; however AFC looks for opportunities, such as the Phillips 66 Fuel Discount Program for volunteer pilots and opportunities to share information about discounted services for pilots. **The AFC Board strongly encourages pilots, seeking fuel exemption, to thoroughly review their legal responsibility and restrictions as volunteers under Part 91 of the FAR's and fuel exemption legislation requirements.**

## Representing Angel Flight Central

Public relations and Media coverage is a valuable tool for recruiting pilots, volunteers and donors. A story about a mission in a local newspaper or broadcast station may help others who need long distance transportation in your community. AFC is tasked to assure that the organization is accurately and favorably represented in the media bit we need the help of volunteer pilots and ground volunteers to be sure this happens.

- Contact AFC to be sure that any passenger has agreed to the Photo and Media Release from their missions Liability Release.
- Use Angel Flight Central when representing the organization (see trademark section below).
- Do NOT promise or agree to any service, on behalf of Angel Flight Central, for a passenger or flight.
- AFC has already developed Presentations and Scripts for outreach to recruit pilots and passengers, to increase community awareness and to present to social groups and medical providers. Contact AFC if you have been asked to present on your experience as an AFC volunteer pilot.
- Do not speak for the AFC organization, particularly following an accident, incident, or in the event of a disaster. All AFC staff and volunteers must refer any media inquiries or questions to the AFC Executive Director or AFC Board President. It is important that the message from the organization, during these difficult times is consistent. If you are impacted by the disaster, please notify the AFC voice pager or the AFC Executive Director immediately. The AFC has a Crisis Management Plan in place to triage such circumstances. Pilots will be contacted by email and/or phone should their services be required.

## Use of Angel Flight Central Trademark, Logo and Name

**The Angel Flight Central name and logo are registered trademarks and may NOT be reproduced without consent of the AFC Executive Director.** "Angel flight" is a generic term used for charitable flights. Please refer to our organization as Angel Flight Central verbally and especially in writing. This policy is in compliance with the legal use of the name and to protect the name, logo and integrity of the organization. No merchandise or printed material should be developed with the AFC name or logo which has not first been discussed with and approved by the AFC Executive Director; or their designee. An "angel flight" mission, referring to a generic charitable mission is legally required to be lower case ONLY.

Angel Flight (capitalized) is the legal property of Angel Flight Soars a VPO in Georgia who retains the right to the usage of the term in capitalized format.

## **AFC Safety Committee**

The AFC Safety Committee reviews safety issues on behalf of the AFC Board of Trustees. The Committee is available to the AFC staff or volunteer pilots to review concerns, including, but not limited to,

- Legislation, safety issues and best practices that may impact charitable aviation and volunteer pilots
- Periodic review of AFC Requirements, Policies & Procedures
- Reported incidents involving AFC pilots, if appropriate (Any discussion regarding an incident or an accident is kept in strict confidence and may or may not be reviewed by the staff, Safety Committee and AFC Board of Trustees.)
- Publishes safety-related articles in the *[OnBoard with AFC \(Pilot E-Newsletter\)](#)*.

**Any questions regarding AFC Policies & Procedures should be addressed to the AFC Executive Director.**