



Rental Policy

1.0 Vision

The Rental Policy of the Brantford Flying Club provides documentation on the policies and procedures to rent BFC aircraft. This document outlines our expectations of our member pilots when they have possession of our aircraft.

2.0 Definitions

Member

A pilot who has completed the membership requirements and has paid their membership fees.

Certified Airport

A certified airport meets the requirements of CARS 302/322. A certified airport is noted in the CFS under OPR as “Cert”

Registered Aerodrome

A registered aerodrome meets less stringent requirements under the CARS. A registered aerodrome is noted in the CFS under OPS as “Reg”

Pilot Licence

The aviation document booklet issued by Transport Canada. The booklet may be issued for a 5 year or 10 year period only. It contains the medical certification and licence & permit information. A license is kept valid by skill currency and a current medical. See CARS 421.05 Recency Requirements.

Student Pilot Permit

The white document that allows the holder to fly solo under the supervision of a flight instructor, for the purpose of practicing the exercises as authorized on the BFC Daily Flight Log. Passenger carrying is prohibited/ Day flight only. It is valid for a 5 year period subject to the medical requirements.

No Show

A No Show situation occurs when a student or member:

- Does not attend their aircraft rental booking or flight lesson.
- Cancels the flight with less than 24 hour notice.
- A cancellation fee may apply

Pilot in Command - PIC

This individual is a current BFC member who has the proper licence and ratings for the flight. He/She has been authorized and signed out on the Daily Flight Log as being the PIC.

Daily Flight Log

The sign out sheet that is maintained in the BFC flight office. It is a daily record of the flights of the BFC aircraft. It is a legal document and needs to be signed in pen only. Any changes shall be crossed out and written again instead of using white out.

Pilot Operating Handbook – POH

The airplanes manual provided by the manufacturer. The POH is a document required to be onboard the aircraft during flight.

Insurance Deductible

The amount BFC is required to pay first toward the loss or damage to BFC's aircraft; the insurance company will pay the balance of the loss or damage, up to the amount of hull insurance stated in the insurance policy.

Hull Coverage

The insurance coverage to pay for the physical loss or damage to the aircraft while the aircraft is on the ground, either in motion or not, or occurring while the aircraft is in flight. This value is typically the market or replacement value of the aircraft as agreed upon by BFC and the insurance company. The specific hull values are noted on the proof of insurance certificate with each aircraft's documents.

Liability Coverage - Bodily Injury and Property Damage to Third Parties

The insurance coverage to pay on your behalf all amounts that you are legally obligated to pay to a person, other than a passenger, for bodily injury or property damage and includes loss of use of that property damaged, if your legal obligation for the bodily injury or property damage of this person results from your use, ownership or maintenance of the aircraft.

Bodily Injury and Property Damage to Passengers

The insurance coverage to pay on your behalf all amounts that you are legally obligated to pay to a passenger of the aircraft, for bodily injury, if your legal obligation to this passenger results from your use ownership or maintenance of the aircraft.

The current combined coverage for Bodily Injury and Property Damage to Third Parties and Passengers is \$5,000,000 CAD.

Airwork

Manoeuvres practiced during dual flight training. These exercises consist of:

- Slow flight
- Stalls
- Spins
- Steep Turns
- Spiral Dives

Normal Operating Hours – All Eastern Time

7 Days a week: 8am to 5pm (summer hours may be extended past 5pm)

Closed some holidays.

After hours service available with prior arrangement.

Call out fees may apply.

End of Civil Twilight

Civil twilight occurs when the Sun is less than 6 degrees below the horizon. To determine the end of civil twilight, the Aviation Weather Website Site (AWWS) can be used to define this time.

3.0 Standards

3.1.1 Weather

The following minimum weather standards are required for any Brantford Flying Club aircraft flight.¹

		SOLO ²	DUAL	RECREATIONAL VFR	REC IFR
Practice Area	Ceiling	3,000' AGL	Instructor's Discretion	1,500' AGL	See 3.1.2 below
	Visibility	5SM	3SM	3SM	
Circuits	Ceiling	1,500' AGL	Instructor's Discretion	1,500' AGL	
	Visibility	4 SM	3SM	3SM	
Winds	Maximum	Instructor's Discretion		30 kts	
	Crosswind Component	6 kts	POH Max Demonstrated	POH Max Demonstrated ³	
Cross Country	Ceiling	5,000 ASL ⁴	2,500' AGL	2,500' AGL	See 3.1.2 below
	Visibility	8 SM	5 SM	5 SM	
Min. Ground Temperature ⁵		-15°C	-18°C	-15°C	
CRFI		0.22 No Crosswind 0.25 5kts Max Crosswind 0.30 10kts Max Crosswind			

3.1.2 IFR Flights – Dual or Recreational

Take-offs are not to be commenced if the ceiling and visibility are below the landing minima for the airport of departure.

Landing minima as published in Canada Air Pilot.

¹ The weather as reported by METAR, averaged from surrounding METARS or observed by the PIC before takeoff

² Solo flying is always at the authorizing instructor's discretion

³ Recreational flying is always at the BFC staff member's discretion

⁴ 5000' ASL gives the student the availability to fly at proper cruising altitudes on the trip – 3,500/4,500 – aiming to have a cruising altitude 1000' above MEF (all obstacles) at a minimum

⁵ The air temperature as measured on the ground before takeoff – not wind chill

3.2 Fuel

The maximum fuel carried is dependent on the weight and balance of the aircraft

All flights are to have a 1 hour fuel reserve. Fuel may be purchased away from Brantford which will cause the flight to be billed according to the DRY rate. See 8.11.2 Fuel & Oil

3.3 Seat Belts

Seatbelts must be worn, by all individuals in the aircraft, at all times during the flight. Every passenger is required to use their own seatbelt. If the aircraft is equipped with shoulder harnesses, they must be worn by the PIC and passengers.

3.3.1 Infants & Children

Infants (1 and under) can be carried in a guardian's arms.

Children that are required to use a car seat or booster seat in an automobile shall use the same seat in the aircraft. The seat shall not have expired.

The PIC & parent/guardian is responsible for securing the seat in the aircraft.

3.4 Securing Baggage

Any applicable baggage including handbags, headset cases shall be secured under the cargo net in the proper baggage area for the airplane.

3.5 Use of Checklists

All pilots are to use on-board checklists provided in the aircraft. In addition, the PIC shall include a passenger briefing using the briefing cards found in the aircraft.

4.0 Aircraft Care

4.1 Airworthiness

- Before each flight the PIC is required to have completed a walk-around inspection of the aircraft.
- The aircraft shall be deemed airworthy by the PIC before takeoff. The PIC's signature on the Daily Flight Log acknowledges that they will only take the plane flying if it is airworthy. It is the PIC responsibility to ensure that sufficient time is available before the next inspection and all out of phase items are current.
- Upon finding any aircraft defect, report it to a staff member and refer to the Brantford Flying Club's Aircraft Defect Procedures.
- The PIC shall operate the aircraft within the limits specified in the aircraft's POH. Limits of particular concern are:
 - Weight & balance limits: both Centre of Gravity location and Takeoff Weight
 - Proper levels and types of oil and fuel and airspeed restrictions.
 - It is the pilot's responsibility to ensure that there is sufficient fuel and oil for the intended flight. Type of oil and fuel to be used is found in the front of the journey log book.
 - Pets are only permitted on BFC aircraft if housed in a secure crate. Any cleaning costs associated with the pet will be the responsibility of the pilot.
 - No smoking is allowed in any BFC aircraft
 - The aircraft must be returned to BFC in an orderly and neat fashion; free of garbage or markings. In cases where an aircraft is left with cleanup required, a charge may be levied to return it to service.

4.1.1 Unscheduled or Forced Landings

1. If any injuries to the aircraft occupants have resulted, get medical and ambulance services immediately. First aid kits are stored in every aircraft.
2. Ensure that all switches and fuel selectors are in the OFF position.
3. Keep spectators away from the aircraft.
4. If approached by the media, defer any questions to the Brantford Flight Centre.
5. Do NOT allow smoking near the aircraft.
6. Contact the Brantford Flight Centre @ 519-753-2521.
7. Close flight plan if applicable.
8. Remain with the aircraft.

Further pertinent instructions and assistance can be taken care of during phone conversation with the Flight Centre.

Under no circumstances shall you attempt a takeoff!

4.2 Parking

Upon shutdown, the aircraft shall be parked safely and the following procedures shall be followed:

4.2.1 Year round:

1. Aircraft parked into the wind.
2. Aircraft must be tied down unless otherwise specified by BFC staff. If the wind is greater than 25 knots, the aircraft must be tied down between every flight.
3. All electrics must be turned off
4. Wheels chocked
5. Control lock inserted
6. Pitot cover installed
7. Cowl plugs installed

4.2.2 Winter Operations (in addition to above items)

8. Install engine cover
9. Plug in engine/oil heater (accessible through oil door)

Note: In the event of adverse weather, such as, but not limited to, high winds, freezing rain, thunderstorms or hail, the plane shall be hangared. The PIC shall be responsible for any fees for the hangar – see 8.5 - Fees

5.0 Authorization – Operational Control

The Brantford Flying Club uses the Daily Flight Log as the method of maintaining operational control of its aircraft. "Operational control" means the exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Before taking possession of the aircraft at the Brantford Flying Club, every pilot needs to be authorized on the Daily Flight Log by a staff member before starting the aircraft. Students must be authorized by an instructor for solo.

The aircraft shall only be operated by the pilot signed out on the BFC's Daily Flight Log and will not be used for hire or reward as defined in the CARS.

Licensed pilots planning a flight after hours will need to make arrangements with the Brantford Flight Centre to get signed out in person prior to 5:00 pm.

5.1 Documentation

To be authorized the pilot's documentation and club currency shall be checked.

The required pilot's documentation is:

- Pilots license (student permit)
- Valid medical certificate
- Radio licence
- Weight & balance calculation (C152: 1 passenger, C172: 2 or more passengers)
- Currency - as outlined in Section 7.0 below

5.2 How to Complete the Daily Flight Log

This section outlines how the Daily Flight Log is to be completed.

Every time the engine is planned to be shutdown, requires a new line. Example flying to another airport for breakfast and returning requires 2 lines. To be completed by a BFC staff member authorized to dispatch aircraft or a BFC flight instructor.

A/C Reg		Mem #	PIC	Student or Passenger	Exercises Route & Practice Area (circle)	PIC Signature	Student Signature	Authorizing Signature	Air Time				Flight Totals							
									Hobbs Start	Up	Down	Hobbs Stop	Air Total	Sim	GB	Dual	Solo	Rec	Pipe line	Chrt
					S W N W															
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Reg

This field is the registration of the aircraft. Abbreviating the full registration to the last 3 letters is acceptable.

PIC

This field is the name of the pilot in command for the flight. First initial plus last name or just last name is acceptable.

Student or Passenger

For a training flight this field is the first initial and last name of the student
For a recreational flight, this field is the first initial and last name of the passenger. If there is more than 1 passenger, a sequential number is placed with names of the passengers which are recorded on the back of the daily flight log.

Exercise or Route

For a training flight this field is the exercises anticipated to be completed during the flight.

For a recreational flight this field outlines the expected route of the flight. In the event of an overdue aircraft this routing will be used to begin the search and rescue procedures. Inaccurate information could seriously decrease the chances of promptly finding an overdue airplane.

Local is defined as being within 10 NM of the Brantford Airport.

PIC Signature

The pilot in command for the flight will sign in this field

Student Signature

The student for a training flight will acknowledge the exercises that will be covered during the dual flight.

The remainder of the fields will be completed by BFC staff upon return of the aircraft to Brantford.

A flight shall be deemed authorized when the appropriate staff member signs in the authorization column for the flight's entry on the Daily Flight Log.

The type of flight determines which BFC staff members can authorize the flight.

For recreational flights by a licensed pilot:

- Any line staff or customer service staff authorized to dispatch BFC aircraft
- Any flight instructing staff

For student solo flights:

- Any flight instructing staff⁶

⁶ Transport Canada requires all training flights to include a pre-flight briefing and for an instructor to authorize the flight. CAR 405.31 & 405.32

5.3 Flight Following

The Brantford Flying Club is responsible for ensuring that it knows the location of its aircraft at all times. This will allow BFC to respond accurately and quickly in the event of an emergency, a missing or overdue aircraft.

An aircraft is booked on our scheduling system to be returned to Brantford by a specific time. If the aircraft will be returning later than planned the PIC shall contact the Brantford Flying Club and notify the staff of the revised arrival time. This can be done by telephone (before departure), contacting the UNICOM on 122.825 MHz or through a Flight Service Station. The Brantford Flying Club has a flight watch program with trained staff. Note- It is the PIC responsibility to initiate this flight watch program.

5.4 Flight Plans

Any PIC flying a dual, solo or recreational flight, to another airport at a distance greater than 25NM from the Brantford Airport, is required to file a flight plan with NavCanada. Flight itineraries with BFC staff members or other responsible persons are not acceptable.

Any recreational flight that begins or ends after BFC operating hours is required to file a flight plan with NavCanada.

When a flight plan is filed for a BFC aircraft:

- The Brantford Flying Club shall be noted as the emergency contact
- Whenever possible, a copy of the flight plan shall be left in the flight office

6.0 Insurance

By renting the aircraft the PIC assumes the insurance deductible of \$500.00 CAD ⁷for all aircraft.

The pilot of any BFC aircraft is responsible for the deductible portion of any damage to the aircraft no matter how caused. If he/she is found negligent, he/she is then also liable under the terms and conditions of the insurance policy in effect with regards to all exclusions of coverage.

Should the aircraft be damaged due to adverse weather and the precautions outlined in this document were not taken, the pilot will be responsible to BFC for the entire costs incurred by BFC beyond the costs covered by the insurance to repair the damage or to replace the aircraft.

It is understood and agreed that all pilots and passengers use the BFC aircraft at their own risk, and as such assume all personal liability. No personal accident or life insurance coverage is provided by BFC. By signing the Daily Flight Log, and by the use of BFC aircraft, the pilot on behalf of himself/herself and his/her heirs and executors hereby releases BFC from any claims which, the pilot may make against BFC, arising from the operation or use of BFC aircraft by the pilot or his/her passengers.

⁷ Or the single-engine deductible found in the current insurance policy

7.0 Currency

Pilots are required to maintain and document their own currency, recency and proficiency. If requested by staff proof must be produced.

7.1 Student Pilots ⁸

Student pilots must have flown dual or solo within the last 14 days to be considered current for solo flight authorization.

Students are limited to have no more than 3 individual solo flights between dual flight lessons.

7.2 Licensed Pilots ⁸

Rental pilots are required to:

- have flown at least 0.7 hrs in the last 60 days on Brantford Flying Club Aircraft
- have flown with an instructor in the past 12 months regardless if 60 day currency is being maintained
- Report any accident within the past three years.⁹

7.3 Night

All flights where the pilot is not night rated must be on the ground 1 hour prior to the end of civil twilight.

Licensed pilots planning a flight after hours will need to make arrangements with the Brantford Flight Centre to get signed out in person prior to 5:00 pm.

7.3.1 Currency

Night currency is governed by a 6 month rule¹⁰: If the pilot has not completed 5 take-offs and landings at night during the last 6 months, even if current during the day, a night circuit check, with a BFC instructor is required. A night flight does maintain daytime currency.

7.4 Complex Aircraft

7.4.1 Minimum Experience

The minimum flight times to rent the complex BFC aircraft is as follows:

- 172 25 hrs. total flight time on type
- Advanced Aircraft 100 hrs. PIC

⁸ Or at the discretion of the CFI

⁹ If the pilot has had an accident – the pilot must be evaluated and approved by the BFC insurance company.

¹⁰ CARS 401.05 *Recency Requirements*

Meeting the minimum flight times does not guarantee approval for rental.

The Chief Flight Instructor may authorize exceptions to the minimum required experience, on a case-by-case basis. A written exemption will be put in the pilot's file.

7.4.2 Minimum Checkout Lengths

- Advanced Aircraft
 - minimum 3 hours for pilots with no previous complex experience
 - Instructor's discretion for pilots with previous advanced aircraft experience.

7.5 Currency between Types

Currency must be maintained in each type of aircraft flown; exceptions are noted below.

A pilot current on the Cessna 172RG is also deemed current on the other Cessna 172s. But a Cessna 172 flight does not maintain currency on the Cessna 172RG.

A dual familiarization flight is required for pilots transitioning from the 172 160HP to the 180HP. This familiarization flight is only required for pilots who have not ever flown the 180HP aircraft. A successful familiarization flight will be documented by the instructor in the pilots' logbook as having proficiency checked.

7.6 Currency Validity

If a pilot has not flown for 60 days (but not more than 120 days), a circuit check is required (minimum 5 take-offs and landings).

If a pilot is beyond 120 days since their last flight, a BFC flight review is required.

In all cases, if a pilot has not flown with an instructor within the last 12 months, a flight with the CFI¹¹ will be required.

7.7 Regaining Currency

A circuit check shall include any items the check instructor considers necessary to bring the pilot up to a safe standard for solo, with a focus on stabilized approaches.

A flight review shall include all flight test exercises for the Private Pilot's licence.

Successful completion of the flight review will occur when the pilot can perform the exercises to the private pilot flight test standards as outlined in TP 13723E Flight Test Guide - Private Pilot Licence - Aeroplane.

Additional recency requirements are outlined in CARS 401.05/421.05

¹¹ Or delegate assigned and approved by the CFI

8.0 **Flight Training & Recreational Flights**

8.1 Authorizations

A BFC flight instructor must sign out all solo student flights prior to startup. When the instructor signs out the student they will provide a Pre-Flight Briefing. This briefing will include the active runway & traffic, weather, reminders about completing the flight's exercises solo and any deferred items related to airworthiness of the aircraft.

8.2 Use of Practice Areas

The Brantford Flying Club has 3 areas outlined for practice, the South, West and North West Practice area. These areas are outlined on a map in the flight office and are part of the Flight Training Program Outlines provided to students. Except for solo cross country flights, students are limited to the above practice areas for their solo practice.

8.3 Night Student Solo

8.3.1 Supervision

For any night solo flights (pilots without a night rating), a BFC instructor needs to be available for supervision.

An available instructor can be on the airport property or flying in the circuit/local area.

8.3.2 Duration

Students must have completed 2 hrs. dual prior to authorization for solo training.

All night solo flights are limited to 1.5 hours in duration.

All night solo flights shall be completed before Midnight local time.

8.4 Cross County Flights / Recreational Flights

During aircraft rentals, no air work shall be attempted with passengers on board. Reference 2.0 definitions.

8.5 Fees

The PIC is responsible for any fees incurred during the rental. These fees can include: landing fees, hangarage, ramp fees, and customs fees.

In the event that an aircraft must be retrieved by BFC staff, from another airport for reasons attributable to the rental pilot; the rental pilot shall be held responsible for all costs incurred by BFC.

BFC is not responsible for any incidental costs, no matter how incurred, due to mechanical problems of the aircraft which occur away from home base – Brantford. Examples include: return travel costs, accommodation, meals etc.

8.6 Suitable Aerodromes

Landings other than at Brantford shall be made only at certified or registered aerodromes. Intentional landings at uncertified or unregistered aerodromes are not permitted. In the event of an unscheduled landing at one of the aerodromes, the BFC must be immediately notified and the pilot shall not attempt a takeoff.

Use of any unpaved runway is restricted to commercially licensed pilots with prior experience on unpaved runways. The Brantford Flying Club must pre-approve use of any unpaved runway, and surface conditions must be verified on the day of any planned flight to an unpaved runway.

The minimum runway lengths for all BFC aircraft are:

Surface	Take-off or Landing	Touch & Go's
Paved	2,000'	2,500'
Unpaved	2,000'	Not Authorized

The PIC must allow for any displaced thresholds or other operational limitations that may affect the available runway length. Reference the aircraft P.O.H for takeoff or landing distance required under the existent conditions.

8.7 Parking Aircraft

When a pilot lands at an aerodrome other than Brantford, he/she shall ensure that the aircraft is properly parked and, when appropriate, tied down and secured. In the event that adverse weather is experienced or forecasted, thunderstorms, snow storm, freezing rain or high winds, the pilot shall have the aircraft hangered. In the event that a hangar is not available, the aircraft shall be properly tied down and secured including control locks.

When leaving the aircraft at other aerodromes, for any length of time, the keys shall be removed from the ignition and all the doors shall be locked. The pilot will keep the keys on their person. The PIC shall inform the local FBO or airport operator the reason for the stay and anticipated length of stay. Contact information such as a phone number must be left with the airport operator or FBO.

8.8 Clothing

The pilot is responsible for having proper seasonal attire for themselves and their passengers:

Summer attire	no sandals for the PIC no long skirts for the PIC
Winter attire	proper clothing for being outside for 1-2 hours Including hats, mitts and appropriate footwear

8.9 Flights over Water

BFC aircraft are not permitted to fly over water, further than gliding distance from shore.

If a pilot desires to fly over water, further than gliding distance from shore the following shall be completed:

- Have life jackets accessible for every person on board (Not provided by BFC).
- Sign a letter of acknowledgement, of the risk involved with flying over water.

8.10 Cross Country Flights

The pilot in command shall, before commencing a flight, be familiar with the available information and weather information that is appropriate to the intended flight. The information includes but is not limited to current maps, current publications, NOTAMS and applicable weather information. Student cross country flights shall be reviewed by an instructor prior to authorization.

The PIC shall file a flight plan with NavCanada for all cross country flights that land at an aerodrome at a greater distance than 25NM from Brantford.

See flight plan filing requirements in Section 5.4

8.10.1 Extended Aircraft Rentals

An extended aircraft rental is defined any of the following:

- A flight that requires an overnight stay
- A flight that has a booking greater than 9 hours

The PIC shall maintain regular contact with BFC during the rental:

- A phone call, outlining route & ETA, before each flight
- A phone call, at the conclusion of each flight

8.10.2 Approval

Any extended aircraft rental requires authorization by the Chief Flight Instructor or the CFI's designee. This authorization request is best made by email to cfi@flybfc.com or in writing. As a last resort, a verbal approval, in person or by phone is possible.

Unapproved extended aircraft rentals are subject to cancellation, 24 hours before the booking, if approval has not been given.

8.10.3 Fuel & Oil (Extended Rental)

The PIC is responsible for paying any fuel costs for fuel purchased during the rental and filling the aircraft's tanks to the original level upon return to BFC. The pilot will be charged the DRY rate for the aircraft which is the rental rate with the fuel not being included.

Oil will be provided to the rental pilot, upon request, from the BFC inventory. Any oil purchased away from BFC will be the PIC's responsibility. Current oil types are outlined in the aircraft's journey log book.

Only 100LL shall be purchased for BFC aircraft at other airports.

8.10.4 Minimum Hour Charge

During extended rentals, a minimum 3 flight hour daily use of the aircraft is required. For rentals extending over multiple days a 3 hour daily average shall be used.

Extended rentals not meeting the 3 flight hour requirement are subject to additional charges.

8.10.5 Flights Commencing or Returning After Hours

BFC aircraft are available for member use outside of normal operating hours.

To pay for the flight the member shall provide BFC with a credit card on file, or a credit of account exceeding the estimated charges for the flight.

8.10.6 Before Departure

A flight plan will be filed with NavCanada – Section 5.4

8.10.7 Upon Arrival

The PIC after returning from the flight shall:

- Leave the journey log & headsets in the aircraft
- Secure the aircraft – lock & tie down aircraft
- Leave the aircraft key in the designated location
- Close NavCanada flight plan

8.10.8 Night Flights

A flight plan must be filed for any night flights – see Section 5.4

Any night flights require the pilot to be night licensed and current.

Any night flight requires the aircraft to have all CARS¹² required equipment to be serviceable. This includes an operating landing light when carrying passengers.¹³

¹² CARS 605.16 Night VFR required equipment

¹³ CARS 605.17 Position and anti-collision lights

9.0 Business Practices

All pilots are charged according to the aircraft's Hobbs meter.

Payment is due immediately when the flight is completed.

Payment terms are strictly Cash, Debit, MasterCard, Visa, Gift Certificate or, for approved customers, cheque. There are no charge accounts except where prior arrangements have been made with the BFC Manager.

BFC prices and charges are subject to change without notice.

If a pilot does not keep their appointment for a flight booking, a No Show Fee may be applicable. The fee is determined by the Brantford Flying Club No Show Policy. Consideration can be given for extenuating circumstances.

10.0 No Show Policy

Application:

The no-show policy will apply for any dual flight where the student or member does not show up for their flight booking.

Occurrence #1:

- Staff will call the student explaining:
We missed you for your flight today at ____ time. Unfortunately we've had to charge your account a no- show fee. If you would like to rebook please call us at (519) 753- 2521
- Staff will note the occurrence on the No- Show Record

Occurrence #2:

- Staff will call the student explaining:
We missed you for your flight today at ____ time. Unfortunately we've had to charge your account a no- show fee. If you would like to rebook please call us at (519) 753- 2521
- Staff will charge a no- show fee to the student
- Staff will note the occurrence on the No- Show Record

Occurrence #3:

- Staff will charge a no- show fee to the student
- The chief flight instructor/ manager will call the student explaining:

We missed you for your flight today at ___ time. Unfortunately this is the third time that you have missed an appointment and we've had to charge your account a no- show fee. We are committed to your flying and need that same commitment from yourself. Are you able to commit to your flying education?

- The CFI reserves the right to remove the student from the schedule.
- The CFI will note the occurrence on the No- Show Record

11.0 Review Quiz

Date: _____

Pilot: _____

1. What is the Brantford Flight Centre's currency policy? (Ref: Sect. 7.0 Currency)
 - a) Rental pilots must have flown at least 0.5 hours within the last 2 months
 - b) Rental pilots must have flown at least 0.7 hours within the last 60 days, and flown with an instructor within the last 12 months
 - c) Rental pilots must have flown at least 0.7 hours within the last 4 months, and flown with an instructor within the last 12 months
 - d) Rental pilots must have flown at least 1.0 hours within the last 120 days

2. What is the Brantford Flight Centre's Night currency policy? (Ref: Sect. 7.0 Currency)
 - a) Rental pilots must have completed at least 5 take-offs and landings during day or night within the last 6 months
 - b) If a rental pilot has maintained their daytime currency, they are also current at night
 - c) Only if taking passengers are rental pilots required to complete at least 5 take-offs and landings at night within the last 12 months
 - d) Rental pilots must have completed at least 5 take-offs and landings at night during the last 6 months

3. What documents must be verified before a rental flight can be dispatched? (Ref: Sect. 5.1 Documentation)
 - a) Pilots license, medical certificate, radio license, weight & balance calculation, and proof of currency
 - b) Pilots license, medical certificate, proof of pilot's total hours, and passengers' proof of identification
 - c) Drivers license, medical certificate, and aircraft documents
 - d) Current maps/publications are in use, applicable weather & NOTAMs have been checked, and a flight plan has been filed

4. What are the weather minimums for a recreational circuit flight at the Brantford Airport?
(Ref: Sect. 3.0 Standards)
 - a) Minimum ceiling height of 3,000' AGL, and minimum visibility of 3 SM
 - b) Minimum ceiling height of 1,500' ASL, and minimum visibility of 5 SM
 - c) Minimum ceiling height of 1,500' AGL, and minimum visibility of 3 SM
 - d) Minimum ceiling height of 2,500' AGL, and minimum visibility of 5 SM

5. A "local" flight is considered to be within how many Nautical Miles from the airport?
(Ref: Sect. 5.2 How to Complete the Daily Flight Log)
 - a) 5 NM
 - b) 8 NM
 - c) 10 NM
 - d) 15 NM

6. What should you do if you discover an aircraft defect before, during, or after your flight?
(Ref: Sect. 4.0 Aircraft Care)
 - a) Leave the aircraft and documents in the same condition you found them, and cancel your booking
 - b) Report it to Transport Canada, and write the defect in the journey log
 - c) Leave a note in the aircraft for the next pilot
 - d) Report it to a staff member and refer to the Brantford Flying Club's Aircraft Defect Procedures

7. What is the procedure for a night flight (after hours) sign out?
(Ref: Sect. 7.3 Night & Sect. 8.10.5 Flights Commencing or Returning After Hours)
 - a) Pilots planning a flight after hours need to make arrangements to be signed out in person prior to 5:00 pm, and a flight plan must be filed with NavCanada
 - b) Pilots planning a flight after hours must pay for the flight prior to the booking time
 - c) Pilots planning a flight after hours can be signed out over the phone prior to 5:00 pm, and a flight plan must be filed with NavCanada
 - d) Pilots planning a flight after hours must ensure an instructor is available to sign them out, and a flight itinerary must be filed with that instructor

8. What is the procedure for a night flight returning after hours? (Ref: Sect. 8.10 Cross Country Flights)
 - a) Complete the journey log and leave it in the aircraft, secure the aircraft, leave the key in a designated location, and close your flight plan
 - b) Secure the aircraft and take the documents and keys home with you for safe keeping
 - c) Complete the journey log and leave it in the aircraft, and contact the instructor who signed you out to close your flight itinerary
 - d) Park the aircraft in front of the clubhouse into wind, leave the key in the glove compartment, and close your flight plan

9. If a pilot lands at an airport for fuel, who is responsible for the fuel charge/landing fee?
(Ref: Sect. 8.10 Cross Country Flights)
 - a) Brantford Flying Club
 - b) The instructor dispatching the flight
 - c) The PIC
 - d) The passengers

10. When is a flight plan required for aircraft rentals? (Ref: Sect. 5.4 Flight Plans)
 - a) A flight plan is required for all flights
 - b) A flight plan is only required if requested by BFC staff
 - c) A flight plan is required for extended rentals, or a flight over water
 - d) A flight plan is required for any flight to another airport greater than 25NM from Brantford, or a flight that begins or ends outside of BFC operating hours

12.0 Acknowledgement

I, _____ have read, fully understand and agree to be bound by the above Brantford Flying Club Rental Policy and acknowledge receipt of a copy of same.

_____	_____	_____
Signature	Licence/Medical Number	Date
_____	_____	
Witness	Date	