

# Patriot Airways Virtual Airlines Flight Crew Handbook Version 2

## Welcome to Patriot Virtual Airlines

Welcome to Patriot Virtual Airways! Our schedules are open 7 days a week so no matter when you have time to fly, you have the freedom. All we ask in return is for you to be an active and faithful pilot. To do this, we have implemented a minimum of **one (1)** flight a month. We have multiple short hops for you on the schedule if you don't have time for longer flights.

Please take a few minutes and read through this handbook to get an idea on how we operate.

Thank you again for considering Patriot Virtual Airlines!

### ***Airline Operations Structure***

PVA operates 2 hubs in the United States and 1 overseas that cover a multitude of domestic and international locations. As our airline grows we will be expanding our hub network overseas to offer you even more choices.

- KLAX - Los Angeles, California
- KMIA - Miami, Florida
- EGLL - London Heathrow

### ***Airline Policy Statement***

It is not only our hope, but it is the goal of our staff that you enjoy your involvement with PVA. Our staff is committed to you as a pilot, and we can only hope that you will be committed. All of our staff members maintain an "open door" policy and we invite you to provide us with feedback or ask any questions, either through email or by posting in our forums. It should be noted that this document is a living document, and will consistently be updated as the airline evolves. It is the pilot's responsibility to remain up to date with the most current versions of these policies and procedures. A post in the pilot forums will be made whenever there is an update to this manual.

### ***Joining PVA***

We welcome pilots of all skill levels and backgrounds. From the most hardened flight sim veterans to the complete beginner, there are exciting opportunities awaiting you here. The following information should be useful to you as you make the important decision to join our airline.

- 100% of all **verifiable** hours previously accrued by you in association with a virtual airline or online network such as VATSIM / IVAO up to **50 hours**.
- You must be at least 13 years of age, and comply with all Federal, State or Local laws regarding minors participating in Internet organizations, as well as have your parent's permission. By submitting an application to our virtual airline, you certify that all of these age related requirements have been met.
- You must own a legal copy of FS2004, FSX , or XPlane.
- You must use your real name.
- You must file a Pilot Report (PIREP) within **7 days** of your acceptance email into our organization. Failure to file at least **one (1)** PIREP in that time frame will result in automatic termination.
- You must file at least **one (1)** flights per month once the above first flight requirement have been met.

By completing the application for employment, you certify that you have read and understand the Patriot Virtual Airlines Privacy Statement and agree to the terms and conditions set forth in this document and any other policies / procedures / rules that may be promulgated publicly by Patriot Virtual Airline Management.

### ***Simulation Rates***

PVA staffs recommend a simulation rate of 1X but that is not required. You are allowed to use a simulation rate up to 4X. Using a sim rate higher than 4X will result in your PIREP being denied. If you use a simulation rate higher than 1X you will only be credited for the actual flight time.

### ***Membership in Multiple Airlines***

PVA pilots are allowed to be members of as many Virtual Airlines as they want as long as they are meeting the minimum monthly flight requirements for PVA. Staff members are allowed to be members of multiple VA's but they are NOT allowed to be owners or co owners of another VA.

Pilots and staff are not allowed to file PIREPs for multiple airlines. For example, you fly a flight from KLAX to KMIA for XYZ Virtual and then you try to submit a PIREP to XYZ Virtual AND PVA Virtual. Any member caught doing this will be immediately terminated.

### ***Leave of Absence (LOA)***

If a pilot is unable to meet their monthly flight requirements due to unforeseen circumstances they will be allowed to file a leave of absence for no longer than 90 days. Any pilot that cannot return to active duty within 90 days will be removed from the roster. You cannot file for a LOA unless you have been with the airline at least 30 days. You can file a LOA request by either emailing your Hub Manger directly or by posting this request on your hubs forum.

### ***Departing from Last Location***

Pilots are encouraged to depart from the last airport you landed at but it is not required.

### ***Pilot Ranks***

### ***Category Type***

 Trainee - 0.0 to 14.9 hours	CAT A Aircraft
 First Officer - 15.0 to 49.9 hours	CAT B Aircraft + CAT A
 Captain - 50.0 to 199.9 hours	CAT C Aircraft + CAT A/B
 Senior Captain - 200.0 to 499.9 hours	CAT D Aircraft + CAT A/B/C
 Executive Captain - 500.0 to 999.9 hours	CAT E Aircraft + CAT A/B/C/D
 Commander - 1000.0 + hours	CAT F Aircraft + CAT A/B/C/D/E

## ***PVA Fleet Information***

Patriot Virtual Airlines is proud to introduce you to our fleet.

### **CAT A Aircraft**

Bombardier Dash 8-Q200

### **CAT B Aircraft**

Embraer 170 + Canadair CRJ-900

### **CAT C Aircraft**

Boeing 737-800 + Airbus A319 + Airbus A321

### **CAT D Aircraft**

Boeing 747-400 + Boeing 747-400F + Boeing 767-300 + Boeing 777-200 + McDonnell Douglas MD-11F

### **CAT E Aircraft**

TBD

### **CAT F Aircraft**

TBD

## ***Minimum Flight Requirements***

We realize that individuals commit time and effort to this hobby to widely varying degrees. Many pilots remain very active by consistently filing more than 10 hours a week, while others may only be able to file a couple hours every other month. In light of this fact, PVA Virtual Airlines maintains a very flexible flight time requirement. Each pilot is required to file only **one (1)** flight every 30 days. We have added multiple short hop flights for you to fly if you are low on time.

If you know in advance that you will not be able to complete the flight time requirement, please request a leave of absence as outlined earlier in this manual.

If no PIREP has been submitted within a 60 day period your account will automatically be assigned a status of Inactive by our system. Once your account has been set to inactive status your account will be locked and you have to contact the HR department to get in unlocked .

## ***Filing Pilot Reports (PIREPS)***

At Patriot Airways, we give our pilots numerous ways to file pilot reports (PIREPS). Currently we have 4 different ways you can file a PIREP with us. Each system has its pros and cons which will be explained in detail below.

- **PVAcars** - . Our custom ACARS system with a built-in chat client. This client will report to our Live Map server so you can track your flight on our maps. This will also record your landing rate and if it is within the 5 best it will show on the homepage.
- **XACARS - ( XPlane Pilots Only)** This client will allow X-Plane pilots to fly for our airline. Like FSACARS, it will also show your position on our live map. Unfortunately, this client will not report your landing rate.
- **FS Passengers** - This is the first of our two payware options. This client will report to our Live Map server so you can track your flight on our maps. This will also record your landing rate and if it is within the 5 best it will show on the homepage.
- **FS Flight Keeper** - This is the last of our two payware options. - This client will do everything FS Passengers will do plus some. This is a great piece of software and if you are truly looking for an "all-in-one" package check this software out! You can try it for free before you purchase it. <http://www.flightkeeper.net/>
- **Manual** - This option will only be accepted if the following conditions apply. 1) You fly for an online network and can provide a link to verify that you flew the flight in question. You would add the link in your PIREP comments. 2) You had a computer / ACARS problem which wouldn't allow you to send your flight log. You would state this in your PIREP comments. 3) You have some sort of disability that won't allow you to use a PIREP client. 4) You cannot file a manual PIREP to meet your first flight requirement.