



French Valley Flyers Policies and Procedures

Table of Contents

Revision List	2
FVF Organizational Structure	3
Training offered	3
Code of Conduct	3
Emergency Procedures	4
Facilities and Equipment	4
Airport Entry	5
Disciplinary Procedures	5
Administrative Policies	5
Insurance Requirements	6
Memberships	6
Scheduling and Dispatch Procedures	7
Qualifications for Renting Aircraft	9
Right To Refusal	9
General Aircraft Policies and Procedures	10
Aircraft Discrepancies	10
Filming and Recording	10
Aircraft Accident or Incident Procedures	11
Recklessness/Negligence	11
Renter Restrictions	11
Student Restrictions	12
Aircraft Servicing	12
Use of Checklists	13

We strongly encourage all clients, students, and staff to familiarize themselves with the contents of this document. Understanding and following these policies and procedures is essential for maintaining the integrity and reputation of our training center. Whether you are a student pilot, instructor, support staff, certified flight instructor, or renter pilot, your adherence and compliance to these standards is mandatory.

This Document can and will be changed at any time. When a change is made, a revision will be documented and date updated at the bottom of the page. All members will be notified when revisions are made.

This document is expected to be used alongside other manuals and publications including but not limited to:

1. Federal Aviation Regulations (14CFR)
2. Aeronautical Information Manual (AIM)
3. FAA Advisory Circulars
4. Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH)



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Revision List

Rev.	Description	Date	Initial
1	<ul style="list-style-type: none"> -Added member and student limitations -Added to Qualifications -Added to Scheduling and Dispatch Procedures -Corrected non-standard formatting 	25-Aug-25	DD
2	<ul style="list-style-type: none"> -Added Airport Entry -Refined Aircraft Servicing -Aircraft Checkout Clarification -Updated Insurance Requirements -Added Memberships, changes, and cancellations -Added KHMT specifics throughout -Updated Oil Used 	31-Mar-2026	DD



FVF Organizational Structure

- Owner
- Chief Pilot
- Check Airmen
- Administrative Staff
- Members

Training offered

- Private Pilot (PPL)
- Instrument Rating (IR)
- Commercial Pilot (CPL)
- Certified Flight Instructor (CFI)
- Certified Flight Instructor Instrument (CFII)

Training Schedule:

- CFI's (Certified Flight Instructors) are not employees of French Valley Flyers. Instructor rates, schedule and availability are not determined by French Valley Flyers
- Training sessions are conducted year round
- Detailed schedules are personalized to fit trainee's specific schedule (subject to instructor and airplane availability)
- Any instruction given in FVF aircraft must be by an FVF Authorized Instructor.

Code of Conduct

- Respect all staff, students, and visitors
- Adhere to safety protocols at all times
- Maintain professionalism in behavior and communication
- Must adhere to all FAA regulations



Emergency Procedures

General Safety Guidelines

- Follow all safety instructions provided by instructors
- Use protective gear and equipment as required
- Report any safety concerns or incidents immediately to the office or instructors

Emergency Procedures

- Familiarize yourself with emergency exits and procedures
- Participate in regular emergency drills
- Contact administration or an instructor if you need a refresher in emergency operations
- Refer to the personnel information section for personnel contact info for emergencies outside of F70

Facilities and Equipment

Facility Use Guidelines

- Respect all facility rules and regulations
- Keep the premises clean and orderly
- Unauthorized areas are off limits to students and renters

Equipment Handling

- Use all equipment as instructed
- Report any malfunctions or damage immediately - Refer to Aircraft Discrepancies
- Do not use equipment without proper training and authorization
- Treat all equipment/planes as you have been instructed to do so
- Do not leave trash in the aircraft
- Do not use aircraft tug unless you have been properly instructed on how to use it

Maintenance and Reporting

- Routine checks and maintenance are done regularly
- Report any maintenance issues to your instructor or administration
- Follow the appropriate reporting procedures and address equipment issues



Airport Entry

Airport Security

- It is very important that we as a community continue to keep our airports safe. If you hear or see any suspicious activity please report it

French Valley Airport

- Office Entry
 - Office Code is 6202#
- Airport Entry
 - Airport Manned gate is 12281
- Plane Entry
 - Aircraft lockboxes and oil boxes are 2210
 - Cirrus lockbox is given only to those checked out in that aircraft

Hemet-Ryan Airport

- Office Entry
 - TBD
- Airport Entry
 - 0700 - 1400 Hangar 1 Cafe has an open gate
 - Gate code by transient is 1342
 - Gate code nearest airplanes are in the works (4/22/26)
- Plane Entry
 - Aircraft lockboxes and oil boxes are 2210

Disciplinary Procedures

Disciplinary Actions

- Violation of policies may result in warnings and/or exclusions from lessons and rentals
- French Valley Flyers reserves the right to refuse lessons/rentals to any student/renter who does not follow the appropriate procedures outlined in this manual

Administrative Policies

Confidentiality and Privacy



- Student and renter records are kept confidential and securely stored. Information is only shared with authorized personnel

Fees and Payments

- All lessons will be billed to the card on file immediately following the lesson. If you wish to pay via a different method, please let administration know before your lesson commences
- There are no refunds given, subject to French's Valley Flyers discretion

Pilot Records

- All current pilot documentation is expected to be provided to French Valley Flyers administrators
- Any new certificates (licenses/medical) re-issued/obtained should be updated and on file with French Valley Flyers administrators. Any documentation not provided, or up to date, will result in loss of flight privileges

Insurance Requirements

- All renters are required to obtain and hold valid Renter's Insurance meeting the minimums prescribed in the Rental Agreement and listed below as:
 - \$50,000 non-owned physical damage
 - Minimum of \$250,000 liability coverage
 - All other policy limits are up to the renter's discretion. Students are not required to obtain this coverage until they are ready to solo. Proof of coverage must be on file with French Valley Flyers

Memberships

We have two memberships available for all members

- Basic Membership
 - Access to aircraft
 - Free Social Events held by FVF
 - Free in person ground schools and educational classes held periodically
- Frequent Flyer Membership
 - \$25 discount on all flights
 - Discount on Sporty's pilot curriculum
 - A growing list of free and discounted resources

Changing memberships



- If you wish to change memberships to either of our choices please reach out via phone during business hours or email info@frenchvalleyflyers.com. If emailing please give 1-2 business days to change.

Canceling Membership

- If you wish to cancel your membership you must email info@frenchvalleyflyers.com at least 2 business days prior to your membership billing date to ensure cancellation before your next billing. The email subject line should state 'Membership Cancellation [name]'. Failure to adhere to the above rules may delay cancellation and FVF will not be responsible for reimbursement.

Scheduling and Dispatch Procedures

Dispatch Procedures

- The member is responsible for dispatching aircraft through the paper log found in each aircraft as well as Flight Schedule Pro which is available by both website and app.
- Before each flight you must Check Out the aircraft and acknowledge aircraft squawks and Verify Tach and Hobbs times
- Upon completion of Flight the member must correctly fill out the paper log in the aircraft AND complete their online dispatch
 - Please be careful of entering the correct times as you may be over/undercharged
- Upon completion of the flight all sunshades, tie downs, gust locks and locks must be returned to how they were found

Scheduling Restrictions:

- New members, Out of Flight Review Members and New aircraft Members require an Aircraft Checkout which can be provided from an Authorized FVF instructor.
- Members must make their own reservations. Proxy scheduling is not allowed.
- Members must book the aircraft only for the time they are going to use
 - Standard Flight Lessons are 2 hour blocks
 - If a member fails to arrive for their scheduled reservation time, any other member may over-schedule and fly the aircraft after at least 15 minutes have elapsed since the start of the reservation of the previous member. If a member fails to utilize a reservation and does not cancel, that member may be charged applicable daily minimums for that aircraft.



- 1 Hour min. for any booking with an additional 1.5 Hour Min. per overnight.
 - Members returning more than 1 hour later than scheduled or chronically more than 15 minutes late may be charged a late return fee of not more than 1-hour rental rate for the aircraft rented per occurrence.
 - Members returning more than 1 hour earlier than scheduled must immediately adjust the schedule to reflect the actual time the aircraft is available to other members. Members arriving early who leave their schedule unadjusted may be charged an early return fee of not more than 1-hour rental rate for the aircraft rented per occurrence.
- The maximum number of active reservations any member can have for aircraft is ten (10)
- Planes booked for more than 72 Hours OR planning a trip more than 350 NM away from French Valley (F70) must have prior authorization from either the owner of the aircraft, staff or Chief Pilot

Multiple day rentals:

- One and a half hour (1.5) rental for each 24 hour period away (SR20 is 2) from home base (F70). For all overnight reservations, a note will be placed on the schedule indicating the required number of hours for that reservation period
- Pilots who do not meet rental minimum will be billed the aircraft wet rate to make up the total required for the scheduled reservation
- Flight Schedule Pro will maintain all records to include pilot documentation, pilot currency, and airplane maintenance status

Qualifications for Renting Aircraft

- Must have current FVF Membership
- Aircraft type checkout must be completed by any authorized instructor for all members
 - Aircraft checkouts have a top to bottom flow structure. Meaning if you get checked out in the Arrow, you will get the Archer/Cherokee checkouts. However each high performance/complex plane requires their own respective checkout.
 - Archer/Cherokee checkout are the same (FSP does not allow checkouts of different named Aircraft)
- Must have a valid government Photo-ID
- Must hold a valid pilot certificate, or,
- Must hold a valid Medical Certificate (1st, 2nd or 3rd) or Basic Med
 - Student pilots must provide prior to solo
- Have up to date renter's insurance policy on file with FVF
 - \$50,000 Non-Owners Insurance as well as \$250,000 Bodily Injury
 - Student pilots must provide prior to solo
- Maintain 90-day landing currency to carry passengers as required by FAR 61.57
- Must complete an 12 month Annual Flight Review that covers
 - Provisions in FVF policies and procedures
 - Pre and Post Flight Procedures
 - Squawk and Discrepancy Reporting
 - Aircraft Parking and operating procedures
 - And all that is applicable of FAR 61.56
- Students are exempt from having a medical certificate and renters insurance IF conducting a dual Instruction flight from a current FVF instructor prior to Solo

Right To Refusal

- FVF reserves the right to refuse services to students and renters for any of the following reasons
 - Any accounts with outstanding balances.
 - Pilot does not have a current medical or Basic Med.



- Student or renter was found to be in violation of a FAR and/or a policy set forth in the French Valley Flyers Policies and Procedures.
- At the discretion of the Management or Chief Pilot for any reason that they may deem are a detriment to the safety and productive learning environment for the operation.
- Evidence of operating an FVF aircraft with diminished capacity due to drug or alcohol use.

General Aircraft Policies and Procedures

- French Valley Flyers will ensure that each aircraft has the appropriate paperwork and documentation:
 - Airworthiness certificate
 - Registration
 - Pilot's Operating Handbook
 - Weight and Balance
- Note: It is the responsibility of the PIC to ensure that each document is up to date and on board the aircraft prior to every flight.

Aircraft Discrepancies

- Report any and all discrepancies through the online reporting platform
 - Flight Schedule Pro (FSP).
- Maintenance items will be listed on the schedule for instructor and student viewing as well as awareness of when the plane(s) will be in maintenance and for what reason. Discrepancies can be seen in Flight Schedule Pro for viewing and awareness.

Filming and Recording

- French Valley Flyers reserves the right to approve or deny any filming requests at its sole discretion.
- Violation of this policy may result in disciplinary action, including suspension or termination or training privileges.



- French Valley Flyers reserves the right to take legal action if unauthorized recordings are used in a manner that violates privacy rights or damages the company's reputation.
- French Valley Flyers flight instructors have the right to decline any request to be recorded during training sessions.
 - ** If consent is granted, the instructor retains the authority to revoke permission at any time if they determine that recording is causing a distraction or interfering with the safety and effectiveness of the lesson.*
- Placement of Cameras
 - French Valley Flyers DOES NOT ALLOW cameras to be placed on the outside of the aircraft at any time (special authorization may be granted from FVF).

Aircraft Accident or Incident Procedures

- If an Accident or incident occur contact in this order
 - Local authorities depending on severity (911)
 - Seek medical attention if required
 - French Valley Flyers Administrator or Instructor
 - NTSB reporting if required
- If there is another issue, contact either the Chief Pilot, Manager or Owner.

Recklessness/Negligence

- Any recklessness and/or negligence is strictly prohibited. This includes but is not limited to low passes, aerobatic maneuvers, low flight over populated areas, allowing a non-rated passenger to operate the aircraft, etc.
- This behavior will result in the loss of your flight privileges with French Valley Flyers.

Renter Restrictions

- No renters are authorized to conduct operations at airports with runways shorter than 2500' ft. (Short Runway Airport Checkout)
- No renters are authorized to conduct operations at airports with airports with an altitude of 5,000' ft or higher. (High Altitude Airport Checkout)



- Airports that require a checkout with an FVF instructor are
 - Catalina Airport (KAVX)
 - Big Bear Airport (L35)
 - This checkout satisfies High Altitude Airport checkout
 - Fallbrook Airport (L18)
 - This checkout satisfies Short Runway Airport checkout
 - No Renters are authorized to takeoff or land from any Non-Paved, FAA published Airport.

Student Restrictions

- Students must adhere to restrictions placed on renters.
- Students are not authorized to solo at any airport with a runway that is less than 2500', an airport altitude of over 5,000 ft or any non-paved, Non-FAA approved airport.
- For Student solos; the student must have
 - Flown Dual or Solo in the previous 14 days or
 - Flown with an instructor within the previous 30 days
- Students and Instructors refer to the 'Solo Ops and Limitations' for a full list of restrictions.

Aircraft Servicing

- Fueling General
 - If you choose to self-serve your fuel, ensure you follow appropriate procedures for fueling an aircraft (grounding, spillage, etc.)
 - Please notify an FVF instructor or staff member if you have never used Self-Serve Fuel and would like to be trained on correct operations
 - All fueling at airports other than French Valley or Hemet-Ryan will be reimbursed up to \$7.00 USD per gallon.
 - Landing fees, security fees, and any other FBO fees will fall on the Member whose name is on the reservation.
 - For Self Serve Receipts, please send a copy of receipt to fuel@frenchvalleyflyers.com for reimbursement.

- Please make sure your name, Date & tail number are written on the receipt to ease the reimbursement process. Not adding/confirming these items may delay the reimbursement process.
- Once you have emailed a receipt to the above email please drop the receipt into the fuel receipt envelope in the aircraft.
- Fueling @ F70
 - Call the F70 Jet Center (8AM-5PM) for fuel: 951-200-1706
 - After hours fuel use South Fuel Island (Red Fuel Sign)
 - If it does not give a receipt you may take a picture of the fuel readout sign above the kiosk
- Fueling @ KHMT
 - Only Self serve fuel is available
- Oil
 - Oil can be obtained from the locked storage box located chained to the lightpost near the FVF fleet (F70). Notify FVF staff members if oil is not available.
 - All FVF aircraft shall be at 6 quarts of oil upon departure (7 quarts if a longer flight is planned) FVF aircraft use Phillips 66 20W-50 Oil. (N4727D is required Victory, all other aircraft XC is adequate).
 - When adding oil, be careful to ensure all oil is going into the filler neck.
 - Do not overfill or over tighten the cap.
 - Oil purchased at another airport will be reimbursed up to \$7.00 USD per quart (please leave at least 1 qt in the aircraft to mitigate this).

Use of Checklists

- French Valley Flyers students and renters are expected to use all appropriate checklists for every phase of flight, including abnormal and emergency procedures.
- All FVF aircraft are equipped with the corresponding checklist. These are not to be removed from the aircraft.
- If an FVF aircraft is found to not have its appropriate checklist, contact an FVF administrator or instructor and do not fly the airplane.