Certificate of Insurance Required

Drake requires a Certificate of Insurance from__________________________with the following:

**Minimum coverage limits** as pertains to the service are:

- **General Liability:** $1 million per seat with $5 million being the minimum coverage—if over 5 seats must have $1 million per seat, (Show both A and B Coverage as described in Attachment A)
- **Workers Compensation:** $100,000 per accident per employee/$500,000 policy limit (if applicable)
- **Auto:** $1 million combined single limit (if applicable)

See Attachment A for additional clarification and requirements.

**Description Box Specific Additional Insured Language:** "Drake University is an additional insured on General Liability with regard to the air charter operations of the insured for any and all Drake University air charters.

**Certificate Holder Box** on Certificate should read:
Drake University, 2507 University, Des Moines, IA 50311.

Fax the Certificate to:

Fax: 515-271-4169
Donna Blunck donna.blunck@drake.edu
Business and Finance
Drake University
2507 University
Des Moines, IA 50311

If you have questions, call Donna Blunk at 515-271-3116.
Additional Clarification and Requirements from Drake University’s Transportation Policy

Charter Aircraft Travel. The university prefers that chartered aircraft mode of travel not be used. If, however, there is an immediate need for this type of travel, the following process is to be followed:

a. Notify Business and Finance that a charter aircraft is needed for travel. Business and Finance will review the charter agreement for insurance and liability issues. The Business and Finance Vice President or her agent will sign all charter contracts.

Use of Aviation Charterer. a. The University will retain an aviation charterer from the Vendor Source List if possible. The charterer must have expertise in operations, safety and certification for the purpose of evaluating the certifications and safety records of charter air carriers, time-share and other aircraft, and assure pilot certifications are in keeping with this policy and FAA guidelines. b. Prior to flying, the aviation charterer must acknowledge that charter companies, time-share companies, or other aircraft and all pilots flying aircraft meet the requirements of this policy and FAA guidelines. c. The University shall maintain final authority to approve a firm/aircraft. d. The minimum requirements will be included in the Air Charter Agreement between Drake University and the Charterer, e.g.,

General Minimum Requirements for Charter, Time-Share, and Other Aircraft. 1) The University is provided with a copy of the appropriate 121 or 135 certificate from the charterer as proof of satisfying FAA requirements. (The FAA police's all FAA Part 121 & 135 Aircraft/Airlines on a regular basis. A current 121 or 135 certificate, provides evidence that the airline has passed and continues to satisfy all FAA requirements pertaining to maintenance, flight crew training, drug testing, inspections, etc.) 2) Aircraft Insurance University Requirements. The University does not carry Aviation insurance. Therefore, airline insurance guidelines below are critical because it is the only insurance that is enforce for the traveler. Drake's insurance Broker must review any exceptions to the minimum guidelines. 3) Minimum Liability Guidelines. * for 30 or less seats are: $1 million per seat based on the number of seats/million, with $5 million being the minimum for any aircraft other than Commercial aircraft which is a minimum of $3 million per seat.

Certificate of Insurance
Consideration of the current insurance market trends and maximum market coverage limits will be considered if small aircrafts of 1-10 seats cannot provide coverage limits of the $1 million per seat coverage over the initial $5 million of coverage. The certificate of insurance will need to list both A and B coverages. "A" coverage is Aircraft liability coverage and "B" coverage is Aircraft Combined Single Limit Bodily Injury (including passengers) and property damage liability coverage. Drake University needs to be listed as additional insured on the Certificate of Insurance provided to Drake by the insured.

a. Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAA Part 135 or 121. Only FAA Part 135 or 121 Certified Aircraft are to be utilized for Drake University’s Charter Flights. (No FAA Part 125 or Part 91 certified aircraft are to be used for Charter flights because these types of certifications are strictly meant for private/corporate ownership usage of aircraft and these aircraft are not intended to be used for commercial charters for the general public. They are not as heavily regulated or inspected by the FAA, since they are not intended to do as much flying as a Commercial or Charter Airliner.) b. The aviation charterer shall assure the Senior Administrator of the Department or his/her designee that written verification has been received for all charter flights from the FAA Flight Standards District Office (FSDO) that an Air Carrier Operating Certificate has been filed and is being maintained in good standing. c. Other Aircraft (Time Share, Donor): Requirements include the same as Section 6.01 F.1. of this policy, "Charter Aircraft Travel". This includes meeting the University's insurance and FAA requirements. Use of other aircraft should only be used if a commercial or charter air service is not available.