

# SAIR FLIGHT REQUEST INSTRUCTIONS

1. Go to <https://paxportal.seagil.com>
2. Log in using your email and password. Company code is TAMUS
3. Once logged in click AIRCRAFT AVAILABILITY.
4. Go to the day you wish to request the flight.
  - a. If there is a flight already schedule for an aircraft you will see the tail number of that aircraft. (i.e. N12AM, N90AM or N96AM). If see all of them on a single day all aircraft are already scheduled that day.
    - i. If a flight has available seat remaining it will show how many are available.
    - ii. If you wish to join that flight click Request a Seat button and the form will come up.
  - b. If there are no flights on that date it will be blank. If the is only one aircraft shown only that aircraft is scheduled. In either case there is an aircraft available that day.
    - i. If you wish to request a flight click the Request a Trip button and the form will appear.
5. Please fill out the form in its entirety. Specific guidance is below.
  - a. Details tab
    - i. Requestor
      1. Name, email, and cell phone should be automatically inserted
      2. Insert Department to be charged
    - ii. Trip
      1. Select Reason code from pull down menu
      2. State the specific purpose for the trip. Please give a specific reason for the passengers travel here. If there are different reasons for some than others please indicate both and who is going for what.
      3. Enter any comments you see fit. If requesting the XLS jet please specify.
  - b. Legs & Passengers tab
    - i. Trip legs – Enter only the legs that will have passengers on them
      1. Enter date of first leg
      2. Enter departure airport or city
      3. Enter arrival airport of city
      4. Select Depart or Arrive from the drop down menu

5. Enter time you wish to depart the departure airport or arrive at the arrival airport. Please use a 24-hour format. (0800 for 8:00 a.m. or 2000 for 8:00 p.m.)
  6. Click + Add Leg to enter another leg and enter info as before
- ii. Passengers
1. Type last name of first passenger.
    - a. If the passenger is in the system their name will appear.
      - i. Click on their name
    - b. If the passenger is not in the system their name will not appear. Enter their name into the box (Last, First, Middle Initial). Please also enter the A&M department or State agency that the passenger works for. If the passenger is not an employee of A&M or the State please enter non-employee.
    - c. Enter the cell number of the passenger if able.
  2. Click + Add Passenger button to add another and proceed as before.
  3. Ensure that the box next to each passenger is checked if for each leg that they will be a passenger on. System will default to checking all boxes.
- c. When all legs and all passengers have been entered
- a. Check the box next to “This flight is made in accordance with System Policy 25.01 and System Regulation 21.01.03” to acknowledge that.
  - b. Click the Send Request button

6. The request email will be sent to me and yourself. I will send an itinerary as soon as possible.

7. All flights that you request will be listed under the MY FLIGHTS TAB.

Thank you. If you have any questions or issues please call me at 979-845-8181 or email me [moverman@tamus.edu](mailto:moverman@tamus.edu)

## **SAIR RULES ON LENGTH OF DAY**

1. All flights shall be schedule in accordance with **System Policy 25.01** and **System Regulation 21.01.03**. **By making the request in BART you are acknowledging that the department & you are complying with these Policies and Regulations.**
2. One crew can be scheduled to a maximum day length of 13 hours. We are required to have a one hour preflight and 30 minute post flight. So in essence we cannot schedule anything longer than 11.5 hours from first takeoff to last landing.
3. If due to weather or other circumstances the length of the crew's day has or will exceed the above limits or at any time the Captain determines the aircraft cannot be operated in a safe manner, the aircraft shall not continue on that day until the crew can obtain crew rest. (8 hours minimum)

## **FACTS ABOUT SAIR**

1. SAIR has two KingAir 200 aircraft. Maximum passenger loading is normally 6 per aircraft.
2. Seven passengers may be flown but one passenger will be sitting on the aircraft lavatory during the flight. This is a legal passenger seat but if someone is using it as a seat, the lavatory will not be available during the flight.
3. Eight passengers may be flown in very rare cases. The eighth passenger would have a seat in the baggage compartment. Again this is a legal passenger seat, but because it is in the baggage area, no baggage will be allowed on a flight if there is an eighth passenger.
4. All flight request having passengers over 6 must be approved by The Regional Flight Director prior to scheduling it.
5. All aircraft request are subject to cancellation based upon the needs of the Board of Regents and/or the Chancellor at any time, even after they are scheduled.