



## **General Aviation Scheduling Procedures Policy**

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Policy created to allow more scheduling flexibility and efficiency balanced with predictability of student and Instructor availability.

- Every Tuesday, the General Aviation Scheduler will send out an email to all current students at 9:00 a.m. reminding the students to provide their next week's availability
- Students are required to email their availability to their Scheduler by 12:00 (noon) on Thursday, for scheduling during the subsequent Monday through Sunday
  - If a student does not provide their weekly availability by Thursday at 12:00 (noon), they will be the lowest priority if they desire to be scheduled that week
- In the absence of a request for a period of non-availability, Instructors will continue to have their set weekly availability period
- If the Instructor should request days of non-availability, that request needs to be to the scheduler by 12:00 Thursday the week prior to the non-availability
  - Failure to provide non-availability prior to 12:00 Thursday may result in the Instructor not being granted that time
- Cirrus customers will get a separate individual email, requesting their following week's schedule
- The Training schedule (Flights/Simulators/Ground Events) is posted on E.T.A at 3:00 PST Mon – Thurs for the following day. On Friday of each week, the schedule is posted for Saturday, Sunday, and Monday
- **The 3:00pm PST posted schedule is what students are expected to execute**
- If Coast needs to change the time of your event, you will get a phone call, text, or email to find out if you are able to accommodate the new training times
  - If you are unable, then your event will be as posted on the schedule or cancelled by Coast
- Any longer-term schedule that you may hear about (Google docs, Excel...) are solely planning documents used by the schedule writers. Late Arrivals, No Shows, etc. are all based on the schedule posted at 3:00pm PST or follow on adjustments