



vBlue

Pilot Handbook

v1.0

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Section 1. Airline Policy Introduction

1.01 Airline Objective

The objective of vBlue is to provide a friendly environment and atmosphere where pilots and staff can achieve the following:

- i. An environment and atmosphere where virtual pilots can be educated and learn basic and advanced aviation skills,
- ii. An environment and atmosphere where virtual pilots feel the most realism in their professional online work,
- iii. A virtual airline where the most resources are at the disposal of all company pilots and members,
- iv. A location where hours are logged and recorded to track future and current progress of an individual pilot,
- v. A virtual organization which makes their pilots part of the “vBlue Family.”

The above objectives of the organization are to be taken into consideration when operations are conducted in regards to the organization as a whole.

1.02 Additions and Revisions

10 May 2020	Initial creation of document
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1.03 Document Acknowledgements

This document was originally created by virtual blue founder **Petey Shivery** and edited by **Jiancarlo Paredes**. This pilot handbook is for use by vBlue only and should not be used by any other virtual airlines without prior permission from the current organization administration.

Section 2. Legal Affiliation

2.01 Real World Affiliation

vBlue is in no direct affiliation with the real world JetBlue Airways. vBlue is merely a virtual organization based on the real world JetBlue Airways. Ticket sales, airline support, and other items in relation to JetBlue Airways must be conducted with JetBlue Airways at www.jetblue.com.

The sole purpose of vBlue is for a realism aspect to online flying. Although our organization simulates the real world crewbases of JetBlue Airways and timetable scheduling, **we are only enthusiasts.**

vBlue is in no way associated with the real world JetBlue Airways and their partners/affiliates. Pilot tickets and briefings should only be used for simulation purposes and not real world JetBlue Airways flights. Tickets in regards to real world flights with JetBlue Airways must be purchased through their website.

All of JetBlue's liveries, logos, names, and slogans remain property of JetBlue Airways and in no way belong to vBlue.

Section 3. Corporate Management

3.01 Administrative Management

i. Chief Executive Officer

- a. The Chief Executive Officer shall execute the following responsibilities within the virtual airline:
 - i. Maintaining an active administrative staff while overseeing their operations
 - ii. Assisting in ensuring daily operations of virtual airline run smoothly
 - iii. Overseeing executive decisions for the virtual airline
 - iv. Appointing staff within the executive staff
 - v. Ensuring to the best of his/her ability that the virtual airline is stable and active
- b. The Chief Executive Officer shall be appointed when no one currently holds the position by the existing executive staff.
- c. There shall only be one Chief Executive Officer appointed and in action at any given time.
- d. The Chief Executive Officer shall be able to appoint an Assistant Chief Executive Officer to assist with responsibilities.

ii. President

- a. The President shall execute the following responsibilities within the virtual airline:
 - i. Overseeing crewbase operations
 - ii. Appointing staff within crewbase management positions
 - iii. Ensuring website is up-to-date with latest information that reflects the virtual airline
 - iv. Ensuring pilots are up-to-date via newsletters, social media, news posts, and forum updates
 - v. Overseeing PIREP processing (coordinated through crewbase managers)
 - vi. Completing and assisting with tasks assigned by the Chief Executive Officer
- b. The President shall be appointed by the administrative management.
- c. There shall only be one President appointed and in action at any given time.

iii. Vice President of Human Resources

- a. The Vice President of Human Resources shall execute the following responsibilities within the virtual airline:
 - i. Overseeing pilot application processing
 - ii. Overseeing pilot transfer, Leave of Absence, or resignation processing
 - iii. Appointing positions under jurisdiction to assist with responsibility completion
 - iv. Assisting President with keeping pilots up-to-date via newsletters, social media, news posts, and forum updates

- v. Completing and assisting with tasks assigned by the Chief Executive Officer
 - vi. Overseeing implementation of pilot recommendations and changes
 - b. The Vice President of Human Resources shall be appointed by the administrative management.
 - c. There shall only be one Vice President of Human Resources appointed and in action at any given time.
 - iv. **Vice President of Information Technologies**
 - a. The Vice President of Information Technologies shall execute the following responsibilities within the virtual airline:
 - i. Managing website module creation and updates
 - ii. Managing the vBlue Discord server
 - iii. Oversees ACARS updates, in addition to T5 Forum Updates
 - b. The Vice President of Information Technologies shall be appointed by the administrative management.
 - c. There shall only be one Vice President of Information Technologies appointed and in action at any given time.
 - v. **Vice President of Marketing and Events**
 - a. The Vice President of Marketing and Events shall execute the following responsibilities within the virtual airline:
 - i. Managing press releases for the organization
 - ii. Managing corporate communications between companies
 - iii. Specifically overseeing newsletters, social media, news posts, and forum updates
 - iv. Marketing and expansion of branding of the organization
 - v. Increasing pilot awareness of organization
 - vi. Maintaining virtual airline relationship with VATSIM and VATSIM's organizations
 - vii. At the discretion of the Chief Executive Officer, legal matters regarding the organization
 - viii. Adding and updating VATSIM approved events on the website
 - ix. Adding and updating vBlue approved events on the website
 - x. Coordinating vBlue events
 - xi. Ensuring pilots are updated regarding events via newsletters, social media, news posts, and forum updates
 - b. The Vice President of Marketing shall be appointed by the administrative management.
 - c. There shall only be one Vice President of Marketing appointed and in action at any given time.
 - d. The Events Coordinator shall be appointed by the administrative management.
 - e. There shall only be one Events Coordinator appointed and in action at any given time.

3.02 Crewbase Management

i. Crewbase Manager

- a. A Crewbase Manager shall execute the following responsibilities within the virtual airline:
 - i. Accepting PIREPs from crewbase pilots
 - ii. Communicating with pilots within crewbase
 - iii. Acting as a liaison between pilots of crewbase and administrative management
 - iv. Coordinating crewbase events and fly-outs for crewbase pilots
 - v. Processing crewbase transfer requests
 - vi. Appointing positions under jurisdiction to assist with responsibility completion
 - vii. Managing pilots within crewbase
 - viii. Completing and assisting with tasks assigned by the Chief Operating Officer and Chief Executive Officer
- b. A Crewbase Manager shall be appointed by the Chief Operating Officer.
- c. A Crewbase Manager shall be appointed to the following crewbases: New York, Boston, Long Beach, Orlando, and Fort Lauderdale. A Crewbase Manager shall be able to appoint an Assistant Crewbase Manager to assist with responsibilities.

3.03 Instructional Staff

i. Chief Pilot

- a. A Chief Pilot shall execute the following responsibilities within the virtual airline:
 - i. Assisting in the training of pilots within the pilot training program
 - ii. Assisting in the training of other instructional staff within the pilot training program
 - iii. Assisting in documentation updates for the pilot training program
 - iv. Completing training tasks related to their assigned training aircraft
- b. A Chief Pilot shall be appointed by the administrative management.
- c. A Chief Pilot shall be appointed with a specialty to one of the following aircraft: Airbus 320 or Embraer 190.
- d. A Chief Pilot may not train pilots outside of their assigned specialty.

ii. Airline Instructor

- a. An Airline Instructor shall execute the following responsibilities within the virtual airline:
 - i. Assisting Chief Pilot with training pilots within the pilot training program
 - ii. Assisting in training other instructional staff within the pilot training program
 - iii. Completing tasks assigned by Chief Pilots
- b. An Airline Instructor shall be appointed by the Chief Pilots.
- c. An Airline Instructor shall be required to follow the training syllabus created by the Chief Pilots.

3.04 Operations Staff

i. Route Manager

- a. A Route Manager shall execute the following responsibilities within the virtual airline:
 - i. Update JetBlue routes to ensure they are up-to-date with the current JetBlue timetable
 - ii. Update codeshare routes to ensure they are up-to-date with the current codeshare timetable
- b. A Route Manager shall be appointed by the administrative management.

ii. Ramp Controller/Dispatcher

- a. A ramp controller/dispatcher shall execute the following responsibilities within the virtual airline:
 - i. Remain up-to-date with current ramp controller and dispatcher materials
 - ii. Assume the role of ramp controller and dispatcher as necessary, when time permits the member
- b. A ramp controller/dispatcher shall be appointed by the administrative management.

Section 4. Employment Prerequisites

4.01 vBlue Pilot

vBlue pilots are required to meet the following prerequisites in order to be considered a pilot for our organization:

- i. Must be at least thirteen (13) years of age or older
- ii. Must be able to complete at least one (1) flight per month
- iii. Agrees to follow the vBlue Pilot Handbook and policies
- iv. Currently has a copy of Flight Simulator X, Prepar3D, X-Plane or Flight Simulator 2004 and is capable of using the program(s)
- v. No major disciplinary actions taken against the applicant/user on VATSIM or another virtual airline
- vi. Currently holds an active email address meeting the requirements of Section 6.02
- vii. The applicant/user has only applied to vBlue once in their lifetime
- viii. The applicant/user is community oriented
- ix. User has submitted an application on the vBlue website

Users or applicants who do not meet the above prerequisites will not be accepted into vBlue or will be dismissed. Dismissal from the organization is further outlined in Section 9.0 of this document.

4.02 Chief Executive Officer

The vBlue Chief Executive Officer is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue pilot
- ii. Applicant/user has been a part of the organization for at least minimum one (1) month
- iii. Applicant/user is appointed by the executive staff
- iv. Applicant/user is capable of fluently speaking and writing English
- v. Applicant/user is at least sixteen (18) years of age or older
- vi. Applicant/user seems fit to fulfill the requirements outlined in Section 3.0 of this document

4.03 Chief Operations Officer

The vBlue Chief Operations Officer is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue pilot
- ii. Applicant/user has been a part of the organization for at least minimum one (1) month
- iii. Applicant/user is an active VATSIM user and has experience coordinating with the VATSIM network organizations
- iv. Applicant/user is appointed by the executive staff

- v. Applicant/user is capable of fluently speaking and writing English
- vi. Applicant/user is at least sixteen (18) years of age or older
- vii. Applicant/user seems fit to fulfill the requirements outlined in Section 3.0 of this document

4.04 Vice President of Human Resources

The Vice President of Human Resources is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue pilot
- ii. Applicant/user has been a part of the organization for at least minimum one (1) month
- iii. Applicant/user is appointed by the executive staff
- iv. Applicant/user is at least sixteen (18) years of age or older
- v. Applicant/user is capable of fluently speaking and writing English
- vi. Applicant/user has had previous experience in coordinating departments within a virtual airline
- vii. Applicant/user seems fit to fulfill the requirements outlined in Section 3.0 of this document 4.07 Vice President of Information Technologies

4.05 Vice President of Information Technologies

The vBlue Vice President of Information Technologies is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue pilot
- ii. Applicant/user has been a part of the organization for at least minimum one (1) month
- iii. Applicant/user is appointed by the executive staff
- iv. Applicant/user is at least sixteen (18) years of age or older
- v. Applicant/user is capable of fluently speaking and writing English
- vi. Applicant/user has previous experience in HTML, PHP, Javascript, and CSS
- vii. Applicant/user has agreed to the creation statement in the Code of Conduct

4.06 Vice President of Marketing and Events

The vBlue Chief Marketing officer is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue pilot
- ii. Applicant/user has been a part of the organization for at least minimum one (1) month
- iii. Applicant/user is appointed by the executive staff
- iv. Applicant/user is at least sixteen (18) years of age or older
- v. Applicant/user is capable of fluently speaking and writing English
- vi. Applicant/user has is familiar with VATSIM events and VATSIM event policy

4.07 Crewbase Manager

The vBlue Crewbase Manager is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue pilot
- ii. Applicant/user has been a part of the organization for at minimum one (1) month
- iii. Applicant/user is appointed by the Chief Operations Officer
- iv. Applicant/user is at least fifteen (16) years of age or older
- v. Applicant/user is capable of fluently speaking and writing English
- vi. Applicant/user has been a part of their crewbase for at least one (1) month

4.08 Chief Pilot/Airline Instructor

The vBlue Chief Pilot/Airline Instructor position is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue Pilot
- ii. Applicant/user has been a part of the organization for at minimum one (1) month
- iii. Applicant/user is appointed by the Chief Training Officer or a Chief Pilot (if the position is an Airline Instructor)
- iv. Applicant/user is at least fourteen (16) years of age or older
- v. Applicant/user has successfully mastered their assigned training area
- vi. Applicant/user has successfully completed a mandated training course conducted by the Chief Training Officer or a representative appointed by the Chief Training Officer
- vii. Applicant/user is capable of fluently speaking and writing English
- viii. Applicant/user shows initiative to assist other members of the virtual airline

4.09 Ramp Controller/Dispatcher

The vBlue Ramp Controller/Dispatcher position is required to meet the following prerequisites in order to be considered for a position within our organization:

- i. Must meet all prerequisites of a vBlue pilot
- ii. Applicant/user has been a part of the organization for at minimum one (1) month
- iii. Applicant/user is at least fourteen (16) years of age or older
- iv. Applicant/user is an active member of the VATSIM network and has a rating of S1 or higher
- v. Applicant/user has completed the mandated ramp control/dispatcher course conducted by the Training Department in joint with the Flight Operations Department
- vi. Applicant/user currently has an installed version of the 'VRC' client used by VATSIM controllers or a similar application

Section 5. Airline Membership

5.01 Pilot Application

In order to be a part of the vBlue organization, users must complete a pilot application viewable on the main homepage of vBlue or through this link (<https://flyvblue.net/connect.php>). Users who do not fully complete the pilot application will not be considered as a pilot for this organization. Users must verify their emails.

The Vice President of Human Resources has the ability to deny any given application for any reason and all information on the pilot application will remain fully confidential.

A user may not submit more than one pilot application to vBlue in their lifetime. If a user submits more than one pilot application to the organization, the user's pilot application will be automatically denied by the Vice President of Human Resources and their internet protocol (IP) address further denied from accessing vBlue's website. The Vice President of Human Resources may deny a pilot application, with or without reason, at any time.

5.02 Transfer Hours

vBlue will not accept transfer hours at this time.

5.03 Previous Rehires

Users who reapply to vBlue that were removed dishonorably for any violation of policy excluding inactivity will not be considered for rehire. Users who have only been removed once for inactivity will be given the chance to be a rehire, without the opportunity for transfer hours; however, users removed twice for inactivity within the organization will not be considered.

Any other case of rehires will be dealt with on a case-by-case basis with the Vice President of Human Resources; however, all users that reapply must obey the ninety (90) day waiting period before another application is sent.

5.04 Multiple Virtual Airline Memberships

Any user who holds the rank of a pilot, airline instructor, or ramp controller/dispatcher has the ability to hold another membership at any virtual airline at any rank. The exception to this clause is if the pilot, airline instructor, or ramp controller/dispatcher causes disruption or harm to vBlue or cannot maintain the minimum flight requirement; ultimately resulting in termination from vBlue.

All other positions within the virtual airline can participate in other virtual airlines (outside of vBlue's flying network) as long as they are not holding a staff position there.

5.05 Pilot Requirements

All pilots are required to follow these requirements when a part of vBlue:

- i. Fully meet all pilot prerequisites
- ii. Fully meet the activity requirement of one (1) flight per month

- iii. Fully meet the probationary period’s requirement of one (1) flight within fourteen (14) days of hire
- iv. Be an upstanding community member within the organization
- v. Assist other pilots, new pilots, or training pilots that may be in need
- vi. Fully follow virtual airline policies, the vBlue Pilot Handbook, and the vBlue Code of Conduct

Pilots who do not meet the following requirements during their employment will be removed as outlined in Section 8.03 of this document.

5.06 Rank Listings

vBlue has devised different rank listings for our pilots. The category rank listings listings are as follows:

Graph shown on next page. Space intentionally left blank.

Rank	Hours	Rank Image
First Officer	0-299	
Captain	300-	

Category Ranks last updated May 10th, 2020.

5.07 Promotions and Demotions

The vBlue system automatically calculates promotions and demotions of pilots every twenty-four (24) hours. If you notice that you fulfill a rank in terms of the hours listed, and it has not been updated on your account after a twenty-four (24) hour period, please contact Human Resources at nicholas@flyvblue.net.

vBlue reserves the ultimate right to promote or demote pilots. If the organization feels that a pilot does not deserve a specific rank, vBlue may demote a pilot despite the pilot reaching the requirements for a specific rank.

5.08 Leave of Absence

If a pilot cannot complete the minimum activity requirement, a pilot may request a Leave of Absence. Pilots can request a Leave of Absence via their Crew Center by completing the form provided in that location.

Pilots must meet the follow prerequisites prior to applying for a Leave of Absence:

- i. Completed a minimum of five (5) hours for the pilot's current crewbase
- ii. Pilot has been a part of the organization for at least seven (7) days
- iii. Leave of Absences can only be filed for 30-180 days

After the pilot files the Leave of Absence, the Vice President of Human Resources will either approve or deny the Leave of Absence. Flying for another virtual airline is not an excuse for filing a Leave of Absence.

During the Leave of Absence, the pilot's Crewbase Manager will check if the pilot remains active on VATSIM or other networks/organizations. If the pilot is found to be active, the pilot's Leave of Absence will be terminated. The Vice President of Human Resources has the ultimate decision to deny or accept any Leave of Absence request.

5.09 Crewbase Transfer

If a pilot feels they wish to transfer to a different crewbase, a pilot may submit a Crewbase Transfer form from their Crew Center. The form will then be either accepted or denied from the originating Crewbase Manager. The pilot will need to receive the approval of the Vice President of Human Resources for the Crewbase Transfer to be accepted and processed.

In addition, pilots must meet the follow prerequisites prior to applying for a Crewbase Transfer:

- i. Pilot has a minimum of five (5) hours for their current crewbase
- ii. Pilot has not requested a crewbase transfer for ninety (90) days
- iii. Pilot has been a pilot for vBlue for at least seven (7) days

Crewbase Transfers will be denied if one of the parties (Originating Crewbase Manager, the transfer Crewbase Manager, or the Vice President of Human Resources) declines the transfer request.

5.10 Letter of Resignation

If a pilot feels they wish to resign from being a pilot, they may submit a Letter of Resignation form from their Pilot Center. Once this form is submitted, it cannot be reversed and their resignation will be processed by the Vice President of Human Resources.

The reason for the resignation will either result in an honorary discharge or a dishonorary discharge from the virtual airline. Dishonorary discharges are ineligible for rehire.

Section 6. Communications

6.01 Email

vBlue requires all pilots to hold an active email address that is checked daily for updates. If vBlue contacts a pilot for an important matter (such as inactivity dismissal), and no response to the email is given back within seven (7) days, the pilot will be dismissed for violating the email clause. It is the responsibility of the pilot to be on top of vBlue important matters, not vBlue's to find the pilot for these important matters.

Every position besides the rank of pilot will receive a @flyvblue.net email. vBlue does not guarantee email data will be maintained, email up-time, no viruses, spam, malware, or other issues of this nature. It is simply given on a "you see what you get" basis.

The @flyvblue.net email address is a privilege, not a requirement. vBlue reserves the right to remove or suspend any pilot from use of email services for illegal activities, unethical behavior, violation of airline policies, violation of the Code of Conduct, or violation of the Pilot Handbook. vBlue may suspended or ban any user for any period of time, with or without reason, from accessing their @flyvblue.net email account.

In addition, it is the responsibility of the account holder to keep their email account secure and it is not the fault of vBlue for the behavior of staff members.

6.02 Discord

vBlue maintains a Discord server for all pilots to access. This is a fantastic tool to use for coordination and getting to know the community. vBlue reserves the right to remove or suspend any pilot from use of Discord services for illegal activities, unethical behavior, violation of airline policies, violation of the Code of Conduct, or violation of the Pilot Handbook.

vBlue may suspended or ban any user for any period of time, with or without reason, from accessing the vBlue Discord. It is not the fault of vBlue for the behavior of pilots in the Discord.

6.03 VATSIM Network

vBlue highly encourages the use of the VATSIM Network when flying. When on the network, pilots are required to be an exemplary pilot as they are representing our virtual airline when connected to the network. As a reminder, pilots should read the VATSIM Code of Conduct prior to connecting to the VATSIM network.

When connecting to the network, pilots are encouraged to include a link to our website (<http://flyvblue.net>) in their comments to advertise our virtual airline. In addition, pilots may use any flight ID when connected to the network, except during events. During vBlue events, pilots are required to use their pilot ID (supplied when registering) when connecting to the VATSIM network.

Section 7. Code of Conduct

Pilots are required to follow the vBlue Code of Conduct. The Code of Conduct is listed on the main vBlue Policies page and outlines the expected behavior of all vBlue pilots. All pilots are expected to follow the Code of Conduct 24/7/365 when part of our organization.

Changes to this document will be announced to all pilots appropriately and timely.

Section 8. Terms of Removal

8.01 Policy Violation

If a pilot is subject to a policy violation, they are subject to multiple routes of discipline. Dependent on the severity of the policy violation, the pilot will be subject to one of the different routes of discipline. Pilots who violate the policies of the virtual airline multiple times will be subject to a harsher route of discipline.

The following are the routes of discipline. Routes of discipline are only to be used by staff member ranks of Crewbase Manager and above (with approval from an administrative management member).

- i. Twenty-four (24) hour suspension from the virtual airline and all virtual airline operations
- ii. Forty-eight (48) hour suspension from the virtual airline and all virtual airline operations
- iii. One (1) week suspension from the virtual airline and all virtual airline operations
- iv. Removal and ban from the virtual airline and all organization partner airlines

Pilots who break laws in their respective countries or international laws will be reported immediately to the authorities under their jurisdiction of operation.

8.02 Conflict Resolution

Below is the general conflict resolution listing. Inquiries about a specific subject listed below should be directed towards the specific position within the organization dealing with that subject. If an inquiry is placed to a person who withholds a position out of the subject area of the inquiry, the inquiry will be forwarded to the appropriate position.

- **VATSIM & organization relations:** Vice President of Marketing and Events
- **Other member within the organization:** Vice President of Human Resources
- **Pilot transfers, leave of absences, and resignations:** Vice President of Human Resources
- **Crewbase Operations:** Local Crewbase Manager
- **Administrative/Crewbase Management problems:** Chief Executive Officer
- **Organization events:** Vice President of Marketing and Events
- **Routing or fleet problems:** :Local Crewbase Manager
- **General corporate issues:** Chief Executive Officer
- **Website/forum issues or bugs:** Vice President of Information Technologies

8.03 VATSIM Pilot/Controller Suspension

vBlue relies heavily on our relationship with the VATSIM network. If a pilot is banned from the VATSIM network, the pilot will accordingly be suspended or removed from vBlue.

A pilot may make an appeal to their suspension or removal from the Virtual Airline by emailing their case to nicholas@flyvblue.net

8.04 Pilot Inactivity

If a pilot fails to file one (1) PIREP per month, or does not file one (1) PIREP in the probation period of fourteen (14) days after hire, the pilot will be removed from the roster for inactivity. A notification will be sent to the pilot at the start of the new month (or end of the probation period) questioning their availability to withhold their rank within the organization. If no adequate response or no response is given, the pilot will officially be removed from vBlue.

Please also refer to Section 5.03 regarding “Previous Rehires.”

Section 9. Flight Operations

9.01 Minimum Flight Time

Flights conducted for vBlue are required to meet the minimum flight time requirement. vBlue has many short island hops and for this reason, the organization requires that the flight time for each PIREP be **at least five (5) minutes**. PIREPs which are shorter than five (5) minutes in length will automatically be rejected.

9.02 Network Flights

vBlue highly recommends to our pilots to fly online using the VATSIM network. The VATSIM network encompasses both realism and professionalism into every flight. When connecting to the network, pilots are allowed to use any JBU flight number during their flight with the exception of during events.

During events, pilots are expected to connect using their pilot identification number assigned to them when they registered to avoid conflicts of the same call-sign on the network.

In addition, we recommend pilots put vBlue's link (<http://flyvblue.net>) in their comments when flying on the network to draw attention to our organization.

9.03 Departure, Approach, and Cruise Requirements

9.031 Departure Requirements

When conducting departures, vBlue pilots are expected to conduct a safe pre-flight, taxi, takeoff, and climb. During the taxi, the pilot should never exceed a speed of 25 knots. When crossing any runway, pilots should use all exterior lights available to make the aircraft seen in addition to looking in both directions for incoming aircraft prior to crossing. Looking in both directions for incoming aircraft is again required prior to entering the active runway for the takeoff roll.

After takeoff, pilots should conduct a sterile cockpit when below 10,000' AGL. At 10,000' ASL, pilots must turn off their landing lights. As per the Federal Aviation Administration (FAA), flights must be below 250 knots if under 10,000' MSL.

Pilots should utilize services such as VATSIM (monitoring UNICOM on 122.800 if no services are available), airline dispatchers/ramp services, or TCAS if available.

9.032 Approach Requirements

When pilots begin their descent from their cruising altitude, pilots are required to turn on their landing lights to alert planes below them of their descent. Prior to descending through their destination airport's ceiling level, pilots should flash their landing lights twice to signal to planes below of their continued descent, afterwards reinitiating the aircraft's landing lights.

On descent, pilots should conduct a sterile cockpit when below 10,000' AGL. When landing, pilots should never exceed a landing rate of -750 feet per minute.

Once on the ground, pilots should never exceed a speed of 25 knots. When crossing any runway, pilots should use all exterior lights available to make the aircraft seen in addition to looking in both directions for incoming aircraft prior to crossing.

Pilots should utilize services such as VATSIM (monitoring UNICOM on 122.800 if no services are online), airline ramp services, or TCAS if available.

9.033 Cruise Requirements

Once reaching cruise, pilots should never leave the cockpit for more than thirty (30) minutes at any time.

Pilots should use their judgment on using seatbelt safety signs for passengers dependent on the weather at their cruise level. All pilots should always operate with safety in mind.

Pilots should utilize services such as VATSIM (monitoring UNICOM on 122.800 if no services are online) or TCAS if available.

9.04 Flight Simulation Rate

When conducting flights, vBlue requires that pilots do not use an accelerated flight simulation rate through the use of several utilities. Pilots should only use a 1x flight simulation rate when flying for vBlue.

9.05 Flight Reporting Systems

Pilots are only allowed to use the following flight reporting systems when conducting their flights:

- i. smartCARS

Pilots may only operate flights listed on our timetable on <https://flyvblue.net/>. In addition, pilots may only use one flight reporting system at one time and only report one PIREP to one organization at one (1) time. For example, a pilot cannot file one (1) flown flight for two organizations. Only approved charter flights are allowed within our organization.

9.06 Manual PIREP Requirements

Manual PIREPs filed via a member's Crew Center should be used as a last resort alternative to all the flight reporting systems listed in Section 9.05. PIREPs filed manually are required to be flown fully on VATSIM prior to the PIREP being filed.

If the Manual PIREP is not flown on the VATSIM network, the PIREP will be automatically rejected. In addition, a member's VATSIM ID must be stored on their account with vBlue in order to file Manual PIREPs.

9.07 Airline Events

vBlue offers several events that are available to all pilots. All airline events are located on the VATSIM network and pilots should follow criteria in Section 6.04 and 9.02 when connected to VATSIM. vBlue events will be emailed and listed on our website, viewable to all pilots.

9.08 Featured Destination

Each month, vBlue releases to their pilots a selected destination of the month featured on our homepage.

Section 10. Admittance of Handbook

10.01 Revision/Approval Requirements

In order for a revision and approval to be instituted for this handbook, the following must be conducted respectively. If the following are not conducted and approved of, the previous version of the handbook will continue to be used.

1. A modification to the document will be presented and added to the handbook.
2. The updated document will be presented to the entire executive staff.
3. If an overlying majority approve of the revision, the revision will be added to the document.
4. An announcement will be made as to the revision.

After the announcement is made, the updated version of the handbook will be instituted officially in the organization.

10.02 Institution of Document

This Pilot Handbook is hereby instituted by vBlue's Executive Staff on May 10th, 2020. All policies within are now active within the virtual airline organization and are required to be followed.

Polices are, from this date, active until disapproved by the executive staff.