

# **VCUAS Safety Committee**

## **GRIEVANCE PROCEDURE**

### **Purpose:**

To ensure that a safe environment exists for all members/pilots and that the club's continued existence is not jeopardized by unsafe, perceived unsafe, or annoying flight operations by club members or others.

### **Approach:**

(a) The safety committee is not a safety inspection committee. All pilots are responsible for the safe operation and the safe condition of their aircraft.

(b) The fact that a pilot and aircraft are flying does not mean that the committee and/or club approves the operation or condition of the aircraft.

(c) As a general rule the committee will not make inspection tours of aircraft, looking for possible unsafe conditions. This does not preclude individual members of the committee from noting safety violations and filing safety/grievance forms with the committee.

### **Grievance Filing Procedure:**

1. A member of the club or an outsider notifies a member of the committee of a grievance. The committee member and/or club member then fills out a grievance report. The report is then filed with the committee.

2. The report is entered into a log book. A log book number is assigned to the report. The date the report was made and the name of the person reporting the incident are also recorded. Two spaces are left in the log book to be filled out later: The date the committee made a decision and the nature of the decision (no action, minor, major, or serious).

3. Because all aircraft pilots/owners are ultimately responsible for the safe condition and safe operation of their aircraft and because the function of the Safety and Grievance Committee is to protect the club's interests, no time limit is set for the committee to act or notify the individual named in the grievance that a problem may exist.

4. Only detailed grievances will be accepted. For example: A charge of flying recklessly can not be accepted without specific reference to the maneuver or flight path taken. Likewise a charge of poor maintenance or unsafe structure cannot be accepted without the exact description of the problem.

5. When a grievance is scheduled for discussion, a notice of the date and place of the meeting shall be made to the party in question. If this notice is sent by mail, a description of the nature of the grievance shall be included. The party may also be notified by telephone, in which case the pertinent portions of the grievance form shall be read over the telephone. The party in question may then request written notice. In either case notice shall be given 10 days prior to the

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meeting. The party in question may attend the meeting or present a written reason why the grievance is not valid.

6. Only one grievance shall be included on one report. For example: If a badly nicked propeller is specified in a grievance report, and a missing seat belt is also noted while looking at the propeller, the seat belt deficiency will not enter into the committee decision for the grievance on the propeller. The seat belt problem would be entered on another grievance form.

7. A minimum of three committee members is required for a quorum. A majority must agree on committee decisions. At least four members must be present to recommend a fine of over \$40, or to recommend that a member be grounded or expelled from the club.

8. All recommendations for fines, grounding, or expulsion proceedings will be submitted to the VCUAS board of directors for approval.

9. If the committee decides the grievance is invalid, the report log shall show the date the decision was made and "no action" will be entered into the log. The report itself will be destroyed.

10. For a valid grievance, the action taken and date shall be entered into the log book. The actual report form with remarks completed shall be given to the VCUAS secretary for board action (if required) and filed under the appropriate pilot's name.

11. The VCUAS treasurer shall collect all fines recommended by the committee and approved by the board of directors.