

Standard Operating Procedures



www.vdalvirtual.com

Introduction

This document has been put together for guiding all members of VDAL in their flight duties and respective roles within the virtual airline. Members are requested to follow all procedures mentioned in this document. Policies and procedures included in this document conform to VDAL and regulations of the VATSIM network.

This document will be distributed to all members and staff. It is the duty of all members to note changes published in the Standard Operating Procedures (SOP).

About Us

Delta Virtual Air Lines (VDAL) is a virtual airline founded in July 2017 to simulate the operations of a real airline. It is an association of flight simulator enthusiasts and it is unrelated to any real airline. Our Mission We work hard to offer the best virtual airline experience there is. We have enthusiasts that are here to offer a helping hand. We seek optimal quality in our operation and we aim to provide a pleasant environment where our members get the sense of enjoyment doing what they do best, flying.



Executive Management

President & Chief Executive Officer	Taylor Welka	Taylor.Welka@vdalvirtual.com
S.E.V.P & Chief Operating Officer	Eric Dodd	Eric.Dodd@vdalvirtual.com
E.V.P. & Chief Human Resources Officer	Robert Taylor	Robert.Taylor@vdalvirtual.com
S.V.P. & Chief Technology Officer	Matt Barksdale	matt.barksdale@vdalvirtual.com
S.V.P. & Director Flight Operations	Derek Quist	Derek.Quist@vdalvirtual.com
S.V.P. & Director Flight Training	James Rushing	James.Rushing@vdalvirtual.com
Director Chief Pilot	Gene Yates	Gene.Yates@vdalvirtual.com
Director of Events	Anthony Madsen	Anthony.Madsen@vdalvirtual.com

Administrative

Training Program Manager	VACANT	vacant@vdalvirtual.com
Human Resources Generalist	VACANT	vacant@vdalvirtual.com

Chief Pilots

Atlanta Chief Pilot	VACANT	vacant@vdalvirtual.com
Detroit Chief Pilot	Antonino Serra	Antonino.Serra@vdalvirtual.com
Minneapolis Chief Pilot	Darryl Flora	Darryl.Flora@vdalvirtual.com
New York Chief Pilot	VACANT	vacant@vdalvirtual.com
Salt Lake City Chief Pilot	VACANT	vacant@vdalvirtual.com
Los Angeles Chief Pilot	VACANT	vacant@vdalvirtual.com
Seattle Chief Pilot	VACANT	vacant@vdalvirtual.com
Cincinnati Chief Pilot	VACANT	vacant@vdalvirtual.com

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Application Minimum Requirements

- Must be 13 years or older
- Must have a valid copy of a Flight Simulator
- Must have a valid and working email address.
- Must be able to make and file their first flight within 14 (fourteen) days of acceptance.
- Must be able to fly for the Virtual Airline at least once a month.
- Must show professionalism and maturity

After Acceptance

1. Complete your first flight within 14 days of your acceptance date.
2. Read and follow the Standard Operating Procedures.
3. Perform one flight every 30 days to remain active

Membership

Delta Virtual Air Lines is a group of dedicated virtual pilots. The application process is laid out as follows.

1. Visit the Delta Virtual Air Lines Webpage
2. Agree to our community S.O.P
3. Submit your application
4. Await the approval to launch your career at VDAL

Hub Transfers - Pilots are eligible for a hub transfer every 90 days.

Leave of Absence - Pilots are allowed up to 90 days LOA per calendar year. Military personnel are allowed up to 365 days LOA. If you require more than the allotted time, we approve extended LOA Requests on a per case basis. LOA applications may be submitted via email. Please drop us an email at Eric.Dodd@vdalvirtual.com to request one an ELOA.

Disputes - Unfortunately, occasionally our Team may make a decision that you don't believe is fair. This may be a ruling we make on a flight report or disciplinary action. If you wish to dispute something, please send us an email to hr@vdalvirtual.com for the Staff to establish a case report and to review the dispute. Dispute reports take 48-72

hours for processing.



Regulations

1. If you are a VATSIM or IVAO pilot or you are transferring from another VA, you are eligible to transfer up 100% of your hours with them into our airline. However, the 100% must not exceed 500 hours.
2. You will be reporting your flights via our smartCars system. The flights will be made with smartCars, and you can use VATSIM to report your hours. If you should lose your internet connection, you may report your hours manually as long as you provide evidence of your flight through Vataware.
3. The following behaviors are not acceptable on the VDAL Discord server and or any other forums related to VDAL & the VATSIM networks:
 - a. Offensive language directed at the Administrative Team or other fellow crewmembers.
 - b. Pornographic material.
 - c. Any issues regarding religious issues and local customs they may offend fellow crewmembers.
 - d. References to piracy of any payware software.
 - e. Comments that may be considered as not conducive to the general morale and state of the virtual airline.
4. To prevent your crewmember status from being marked as inactive, you must file at least 1 PIREP every 30 days.
5. You must include "Operated by vdalvirtual.com" in your remarks if flying on the VATSIM/IVAO network.. 6. You must send an email to Human Resources if you will have an absence for more than one calendar month (30 days).
 - a. If an email is not received by HR you will automatically be put inactive on the system.
8. When login into the VDAL Discord server, you must use your callsign and full name.

Prohibited Activities During Flights

1. Change the aircraft or aircraft livery after the flight begins.
2. Flights with 2x, 4x, 8x, 16x (Accelerated mode. You must fly in real time. If your flight would take 1 hour in real life it should also take 1 hour in your simulator.)
3. Landing at an airport other than the one initially selected are not permitted. (Should you require to divert to any other airport enroute to your destination, due to weather or mechanical situations, you must report the cause of your diversion via the comment box on our smartCars before submitting your flight for approval).

4. Slew Mode (“Y” key).
5. Choose an airplane in the smartCars, different to the one you are going to flying.
6. Change fuel quantity after takeoff.
7. Overspeed more than 5 minutes.
8. Landing rates on submitted PIREP's must not exceed -600 feet per minute.

Record of Change

CHANGE	EFFECTIVE DATE	DESCRIPTION
Original	12/01/2017	Original
Rev. 1	06/12/2018	Rev. 1