

### 1.12.3 Ground Transport Deadhead.

Crew scheduling will make the necessary arrangements for ground transportation between airports and hotels. Traveling from one airport to another sometimes occurs between cities within close proximity to one another (e.g. BWI-DCA or FLL-MIA).

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## 1.13 Jumpseat Procedures

### 1.13.1 Cabin Jumpseat Authorization.

Flight attendants are authorized to occupy available cabin jumpseats either for company business or personal reasons.

- Cabin jumpseats shall be for the exclusive use of flight attendants on the US Airways East, *Embraer 170/175 Division* and US Airways West system seniority list.

• Note •

No extra jumpseats are available on the EMB-170.

### 1.13.2 General Information.

- US Airways East and West flight attendants will now have reciprocal jumpseat privileges on each other's equipment. This agreement does not exist to the *Embraer 170/175 Division* flight attendants.
- Other Express carriers' flight attendants are not authorized to occupy unused jumpseats on US Airways East and West or *Embraer 170/175 Division* flights.
- US Airways East and West or *Embraer 170/175 Division* flight attendants may NOT substitute for duties or "work" each other's flights.
- Flight attendants may be either in uniform or dressed in accordance with First Class non-revenue employee travel dress code.
- A flight attendant occupying a cabin jumpseat is expected to introduce him/herself to the working crew. US Airways East flight attendants in uniform only, occupying a cabin jumpseat is permitted, but not required, to assist with duties onboard US Airways East aircraft. US Airways West flight attendants are not permitted to assist with duties on US Airways East aircraft.
- Flight attendant jumpseat riders must observe all rules pertaining to customers, i.e., signs and placards, no flightdeck admittance, etc.
- Flight attendant jumpseat riders may not consume alcohol at any time, even if occupying a passenger seat.

- Flight attendants jumpseat riders may not sleep when sitting on the jumpseat at any time.
- Flight attendants awarded a cabin jumpseat are not to be removed on weight restricted flights. The flight attendant is included in the passenger count restriction and may displace a revenue passenger, if necessary.
- On through flights, the flight attendant in the originating city has priority, regardless of the seniority of the jumpseat requester in the intermediate city.

### 1.13.3 US Airways East Cabin Jumpseat Check-in Process.

Available cabin jumpseats are awarded at flight close out by the System Integration Date (SID) as displayed on the Flight Attendant Seniority Card.

- US Airways West will not be issued a SID card and are on the honor system when writing their date of hire (with InFlight Services department - not Company date of hire) on the US Airways Cabin Jumpseat form. US Airways West flight attendants are cleared after all US Airways East flight attendants have been awarded either a seat in the cabin or other available jumpseats.
- Request the Flight Attendant Cabin Jumpseat Authorization Form OF-48A from the company representative.
- Return the completed OF-48A to company representative, then display company ID and the Flight Attendant Seniority Card.
- The Flight Attendant Seniority Card should be attached behind your Company ID, which is to be displayed above the waist.
- Upon flight closeout, all jumpseat awards are final and will not be rescinded or reissued, even if the flight is delayed. If awarded jumpseat, obtain top copy from issuing company representative and present to the "A" F/A upon boarding the aircraft.

After the door is closed (and before aircraft movement), a flight attendant awarded a jumpseat may occupy an otherwise unoccupied seat (excluding crew rest) in any class of service per the guidelines below, provided he/she complies with the First Class dress code for non-revenue travel.

Flight attendants are permitted to use the cabin jumpseat with a US Airways/MidAtlantic ID only. However, should two flight attendants be standing by for an available jumpseat and one does not have the Flight Attendant Seniority Card, the flight attendant in possession of his/her card will be given priority.

Flight attendants traveling on personal business are not required to be in uniform or assist with duties. If using the jumpseat for personal reasons only, carrying a manual is not required. A deadheading flight attendant shall not be required, but may be requested, to occupy an unassigned or unoccupied jumpseat.

Seating in First Class (domestic) or Envoy Class (transatlantic) is limited to one (1) flightdeck jumpseat occupant and one (1) cabin jumpseat occupant. All passenger seats, if available, will be assigned first to the flightdeck jumpseat occupant, then to the cabin jumpseat occupant. All jumpseat occupants may sit in the Coach/Economy Class passenger seats when available.

The order of priority is as follows:

1. Company Business Must Ride.
2. Company Business Space Available.
3. Personal/Vacation.
4. Flight Attendant Trainee.

#### **1.13.4 US Airways West Cabin Jumpseat Check-in Process.**

To obtain cabin jumpseat authorization on US Airways West equipment, US Airways East flight attendants will follow current US Airways West cabin jumpseat procedures.

On aircraft operated as US Airways West, US Airways East flight attendants will be assigned the jumpseat after US Airways West flight attendants on a first-come, first serve basis among other US Airways East flight attendants.

- When requesting cabin jumpseat authorization at a field station, employees must check-in at the assigned gate. The gate agent is responsible for verifying and processing the qualified employee upon check-in.
- Cabin jumpseat authorization is given no sooner than one hour prior and no later than 30 minutes prior to scheduled departure on a first-come, first serve basis based on the boarding priority list.

Cabin jumpseat authorization is determined by the boarding priority level, however, should more than one cabin jumpseat qualified employee request authorization at the exact same time, jumpseat authorization will be determined by the boarding priority level and company seniority (date of hire) within the same workgroup. Seniority only applies in the event of a tie upon arrival at gate for check-in. See the Boarding Priority Level chart.

**1.13.5 Boarding Priority Levels on US Airways West Aircraft.**

The order of priority is as follows:

1. **US West** Flight Attendants - Company Business - Must Ride
2. **US West** InFlight Services Management Personnel - Company Business - Must Ride, **US West** Flight Attendants on other company business
3. **US West** Flight Attendants - Personal/Vacation
4. **US East** Flight Attendants - Personal/Vacation
5. **US West** InFlight Services Management Personnel - Personal/Vacation
6. **US West** Flight Deck Crewmembers, HP Flight Crew Training Instructors - Personal Vacation
7. **US West** Maintenance Technicians - Personal/Vacation

Upon verification of the F/As qualifications for occupying a cabin jumpseat, the gate agent will provide a Jumpseat Authorization Form (AWF-131) for the F/As to complete.

<b>AMERICA WEST AIRLINES</b>		<small>FORM 131 AWF-131</small>
<b>JUMPSEAT AUTHORIZATION 401-0250261-413</b>		
TIME OR ORDER OF CHECK-IN	<small>CHECK ONE OR TWO BOXES (as appropriate): (To be completed by Captain)</small>	<small>CHECK APPROPRIATE BOXES:</small>
	<input type="checkbox"/> FLIGHT DECK OBSERVER <input type="checkbox"/> CABIN SEAT REQ. <input type="checkbox"/> CABIN JUMPSEAT	<input type="checkbox"/> PAX SEAT ONLY <input type="checkbox"/> MUST RIDE <input type="checkbox"/> DRS CHECK <input type="checkbox"/> I.D. VERIFIED
<small>COMPLETE ALL LINES</small>		
FLIGHT _____	ISSUED TO _____	FAA CERT # OR I.D. # _____
DATE _____	AIRLINE OR AGENCY AND POSITION _____	
FROM/TO _____	AUTHORIZED BY/I.D. _____ <small>(CAPTAIN'S SIGNATURE/I.D.)</small>	
<small>R11-02</small>	<small>WHITE - CAPTAIN    YELLOW - I.F.    PINK - JUMPSEAT OCCUPANT</small>	

• **Note** •

Any F/A riding a US West jumpseat may be removed for weight and balance purposes.