



Flight Attendant Policies and Procedures Manual
Ch 11: Jumpseat Policy





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FAPP Ch 11: Jumpseat Policy

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Chapter 11: Jumpseat Policy

11.1 Jumpseat Policies

11.1.1 General

- Individuals requesting cabin or flight deck jumpseat authorization must present themselves at the gate no more than one hour prior scheduled departure.
- The gate agent is responsible for verifying jumpseat authorization.

11.1.2 Definitions

- For the purposes of this chapter **ONLY** the following definitions will be used
- When referencing **CLT/DCA/PHL F/As** this chapter will use the abbreviation **USE-F/A(s)**
- When referencing **PHX F/As** this chapter will use the abbreviation **USW-F/A(s)**

11.1.3 Cabin Jumpseat Authorization

- Only company designated US Airways personnel are authorized to occupy a cabin jumpseat.
- The maximum number of individuals who may be authorized to ride jumpseat is limited to the number of legal jumpseats located on the aircraft.
- Delays will not be incurred to accommodate a jumpseat rider.
- Jumpseat riders must not pose a threat to safety or disrupt a flight.
- Jumpseat riders must be physically fit when occupying a cabin jumpseat.
- Flight Attendant Candidates assigned by Crew Scheduling for Initial Operating Experience (IOE) and On the Job Training (OJT) will occupy their assigned F/A jumpseat(s).
- Seat belt extensions are not permitted for use on jumpseat lap belts.

11.1.4 Cabin Jumpseat Briefing Sheet—LAS/PHX Based F/As Only

- The *Cabin Jumpseat Briefing* sheet provides a brief outline of the procedures that must be followed by cabin jumpseat riders onboard the aircraft.
- The F/A(s) assigned to the jumpseat adjacent to the jumpseat occupied by the cabin jumpseat rider is required to present the Cabin Jumpseat Briefing Sheet to non-F/A qualified cabin jumpseat rider(s) and be prepared to answer questions regarding procedures.
- Indicate the type and location of the jumpseat rider's flotation device.
- The cabin jumpseat rider must review the Cabin Jumpseat Briefing sheet prior to departure.
- A supply of Cabin Jumpseat Briefing sheets is found in the PSK.
- The jumpseat rider may keep or discard the briefing sheet after review.


11.1.5 Jumpseat Travel Request Form

- Complete the front side of the form, with the exception of the “Agent Use Only” box.
- Complete the information requested (see orange boxed area) as illustrated.
 - Use your 6-digit US Airways ID number from the front of your badge.
- “Boarding Category” line (front of form) and “Boarding Priorities” list (back of form) are used for flightdeck jumpseat only.
- Check or place an “X” in the “Cabin Jumpseat box.
- Keep the pink copy of the form; give the white copy to the flightdeck.
- Introduce yourself to the flight and cabin crew when boarding, and show your company ID.

| U.S AIRWAYS | | JUMPSEAT TRAVEL REQUEST FORM | | | |
|--|--|---|-----------------------------|--|--|
| Boarding Category | <input type="checkbox"/> Flight Deck Jumpseat | AGENT USE ONLY | | | |
| | <input checked="" type="checkbox"/> Cabin Jumpseat | PILOTS <input type="checkbox"/> Employee Status Checked OR <input type="checkbox"/> CASS Verification Complete Time of Check-in _____ | | FLIGHT ATTENDANT <input type="checkbox"/> Employee Status Checked Seniority Date _____ Time of Check-in _____ | |
| | <input type="checkbox"/> Pax Seat Only | | | | |
| Name (Please Print) Flight/Pat | | Employee # 200000 | Airline/Agency US | Position F/A | |
| Date 08/01/2008 | Flight # 1424 | From MCO | To CLT | | |
| Requestor's Signature <i>Pat Flight</i> | | | | | |

U.S-0050

980033 Rev. 05/08 White: Captain Yellow: 24 Hour Envelope Pink: Jumpseat Traveler



11.1.6 Cabin Jumpseat Qualifications

11.1.6.1 PHX F/As

- InFlight Services is responsible for the development of the cabin jumpseat policy.
- Company designated personnel eligible to occupy a cabin jumpseat authorization are:
 - Flight Attendants
 - Pilots
 - Jumpseat Qualified Management

11.1.6.2 CLT/DCA/PHL F/As

- InFlight Services is responsible for the development of the cabin jumpseat policy.
- Only flight attendants on the system seniority lists under each flight attendant contract are eligible to occupy a cabin jumpseat

11.1.7 Cabin Jumpseat Identification

11.1.7.1 PHX F/As - Cabin Jumpseat Identification Card

- Pilot's and F/A's I.D. badges serve as their authorization to occupy a cabin jumpseat.
 - Flight Attendant and pilot IDs have the word "Crew" on the left side front blue swoosh.
 - Flight attendants on unpaid leave of absence for more than 90 consecutive days will receive a personalized jumpseat identification card (see illustration below). This card when presented to a Customer Service Agent will allow you to occupy the jumpseat in accordance with cabin jumpseat procedures.

| | | |
|---|------------------|--------------|
| If Found, Drop In Any Mailbox | | |
| Return Postage Guaranteed By: | | |
| US Airways, Inc. InFlight Services 4000 E. Sky Harbor Blvd. FTC - IFP Phoenix, AZ 85034 | | |
| | | |
| First Name | Last Name | Jumpseat No. |
| | US Airways | |
| C#0000 / 200000 | Flight Attendant | 1234 |

- InFlight Services Management without "Crew" on their badge receive a MGT-JS sticker from their respective management team which is affixed to the back of the ID.

11.1.7.2 CLT/DCA/PHL F/As

- Flight Attendant IDs along with the System Integration Date (SID) card serves as their authorization to occupy a cabin jumpseat, as well as the word "Crew" on the left side front blue swoosh.

11.1.8 Cabin Jumpseat Boarding Priority Levels

- The cabin jumpseat will be assigned to authorized employees in accordance with the Boarding Priority Levels.
- Qualified employees traveling on company business always have priority over employees traveling for personal reasons.
- 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/seniority integration date [SID]) within the same priority group. See the Boarding Priority Level chart.

11.1.9 Cabin Jumpseat Conduct

- Conduct while riding the cabin jumpseat must reflect a professional, business-like attitude in accordance with company policy, and comply with all standard passenger Rules (seat belts, carry-on bags, safety information signs, etc.).
- Conversations with company employees should be discreet, keeping in mind passengers' impressions and so that it does not interfere with duties of InFlight personnel.
- Cabin jumpseat authorized individuals must occupy their assigned seat (whether a jumpseat or passengers seat) for taxi, takeoff, and landing.
- When seated on cabin jumpseat seat belt and shoulder harness must be properly and securely fastened.
- Alcohol consumption is not permitted while seated on the jumpseat, whether in or out of uniform.

11.1.10 Jumpseat Riders and Checked Baggage/Carry-On Baggage

- Jumpseat riders who present proper credentials can check baggage on a flight they plan to ride jumpseat.
- Baggage can be checked at either the ticket counter or the gate.
- The carry-on bag policies apply to jumpseat riders.

11.1.11 Cabin Jumpseat and Weight and Balance Restrictions

- Jumpseat riders, under either contract, are never to be removed from the jumpseat due to aircraft weight and balance restrictions.
- The F/A is included in the passenger count restriction and may displace a revenue passenger, if necessary.

11.1.12 International Travel on Cabin Jumpseat

- Jumpseat travel to international destinations is authorized.
- All jumpseat riders traveling internationally for personal reasons must pay the appropriate taxes and fees.
- A jumpseat rider is considered one-way; it will be necessary to pay the taxes and fees applicable to the immediate departure.

11.2 Combined Carrier Reciprocal Cabin Jumpseat Policy

11.2.1 General

- US Airways (East and West Contract) Flight Attendants will have reciprocal jumpseat privileges on each other's equipment.
- For the purposes of simplification and identification, **USW-F/A** (West Contract applicability) and **USE-F/A** (East Contract applicability) are used in this section to designate the current status of the Flight Attendant.
- On aircraft operated by USE-F/As, USE-F/As will be assigned the jumpseat before USW-F/As.
- On aircraft operated by USW-F/As, USW-F/As will be assigned the jumpseat before USE-F/As.
- The jumpseat policies and procedures outlined in this section reflect the current US Airways (East Contract and West Contract) AFA contract language and Company policies.

11.2.2 Requesting Cabin Jumpseat Authorization

- When requesting cabin jumpseat authorization 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 flight close-out based on which contract the flight attendant crew is operating under.
- 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/seniority integration date [SID]) within the same priority group. See the Boarding Priority Level chart.
- Qualified employees may request jumpseats for connecting flights, providing they appear as legal connections in the US Airways reservations system (SHARES).
- F/As working inflight may not request a jumpseat until they return to their base station.
- F/As occupying the cabin jumpseat for business (not assigned as crewmembers) or pleasure purposes must notify the boarding coordinator and the flight deck crew prior to each segment. In through cities, the cabin jumpseat rider must supply the boarding coordinator with a copy of their Jumpseat Authorization Form. If the jumpseat rider does not have a *Jumpseat Travel Request* form available, the boarding coordinator will complete a form for documentation purposes.
- A more senior employee who boards at the through point cannot bump qualified employees who are authorized to occupy a cabin jumpseat on a through flight.
- Employees traveling on company business always have priority over employees traveling for personal reasons.
- Each flight allows all cabin jumpseat-qualified personnel the opportunity to check-in for the cabin jumpseat. In the event a flight is cancelled, the original time of check-in for the jumpseat on the cancelled flight is voided. Therefore, there is no “roll-over” of check-in time.
- US Airways F/As are not permitted to ride jumpseat on other carriers; however US Airways does maintain reciprocal cabin seat agreements.
- Employees of other airlines are not permitted to occupy an US Airways cabin jumpseat.
- F/As traveling on personal business, while in uniform will not receive an elevated boarding priority.
- If a seat is available and all revenue and non-revenue passengers have been seated, cabin jumpseat riders may sit in a main cabin seat.
- The cabin jumpseat procedure applies to all US Airways domestic and international flights. A Flight Attendant may ride the unassigned and/or unoccupied jumpseat(s) installed on US Airways Inc. aircraft, including charters.
- Cabin jumpseats shall be for the exclusive use of USE-F/As and USW-F/As on their respective US Airways (East or West Contracts) seniority system list; however certain management employees are authorized for jumpseat travel on west contract flights.
- Other Express carriers’ F/As are not authorized to occupy unused jumpseats on US Airways flights.
- USE-F/As (East Contract) or USW-F/As (West Contract) may **NOT** substitute for duties or “work” each other’s flights.
- F/As may be either in uniform or dressed in accordance with the US Airways Business travel dress code.
- Company ID must be worn and displayed above the waist.
- A F/A occupying a cabin jumpseat is expected to introduce him/herself to the working F/As.
- **USE- F/As in uniform only, occupying a cabin jumpseat, are permitted, but not required, to assist with duties.**
- **USW-F/As are not permitted to assist with crew duties while on jumpseat authorized travel or non-revenue travel.**
- F/A jumpseat riders must observe all rules pertaining to customers, i.e. signs and placards, no flight deck admittance, etc.
- F/A jumpseat riders may not consume alcohol at any time, even if occupying a passenger seat.
- F/A jumpseat riders may not sleep when sitting on the jumpseat at any time.

- On through flights, the F/A (USE or USW) in the originating city has priority, regardless of the seniority of the jumpseat requestor in the intermediate city. However, a F/A traveling on personal business may be removed by the downline station to award the cabin jumpseat to a F/A traveling on Company business.
- **USE-F/As** are issued a Flight Attendant Seniority Card, which is used to verify the F/As System Integration Date (SID).
- **USW-F/As** will utilize the Company hire date on her/his Company ID badge (current **USW** policy) or Cabin Jumpseat Identification card.

11.2.3 West Contract Operations Jumpseat Authorization Procedure Flights numbered in the range 1-699

11.2.3.1 General—Flight Numbers 1-699

- **USE-F/As** wishing to travel on West Contract crew operated equipment, will be given cabin jumpseat authorization, based on the West Contract boarding priority levels and the West Contract jumpseat award process otherwise known as “First Come, First Served”.
- To obtain cabin jumpseat authorization on West Contract operated equipment, **USE-F/As** will follow current **USW-F/A** Cabin Jumpseat Procedures.
- Nothing has changed with the way **USW-F/As** are awarded the cabin jumpseat on West Contract operated flights.
- F/As will be cleared for the jumpseat First Come/First Served beginning one hour prior to scheduled departure based on what Boarding Priority Level the F/A is a member of, for USW Crew Operated Flights.

11.2.3.2 Boarding Priority Levels — USW Crew Operated Flights

The order of boarding priority on USW-F/A operated flights is as follows:

Boarding Priority Levels — West Contract F/A Operated Flights

| Priority | Jumpseat Qualified Employee | Purpose of Travel |
|----------|---|---|
| 1 | <ul style="list-style-type: none"> • Deadheading F/As • Trainee F/As | Company Business – Must Ride |
| | | Under assignment by Crew Scheduling |
| 2 | <ul style="list-style-type: none"> • F/As in Training | Company Business – Must Ride |
| 3 | <ul style="list-style-type: none"> • US Airways InFlight Services Management personnel • West Contract-F/As on other company business. | Company Business – Must Ride |
| | | Company Business – Must Ride Not scheduled by Crew Scheduling (i.e. Recruiting, Promotional Events, etc.) |
| 4 | <ul style="list-style-type: none"> • West Contract-F/As | Personal/Vacation |
| 5 | <ul style="list-style-type: none"> • East Contract-F/As | Personal/Vacation |
| 6 | <ul style="list-style-type: none"> • InFlight Services Management personnel | Personal/Vacation |
| 7 | <ul style="list-style-type: none"> • US Airways Flight Deck Crewmembers | Personal/Vacation |

11.2.3.3 First Come/First Served Example

- Example:
Flight 401 PHX-SAN departs at 1200 and has two USW-F/As and two USE-F/As who have requested the jumpseat. The aircraft has three jumpseats available above the assigned crew jumpseats.
- The F/As time of check in and seniority is as follows:
 - F/A #1 (USW-F/A) checked in at the gate at 1110 and has a date of hire of 2/15/2000
 - F/A #2 (USW-F/A) checked in at the gate at 1130 and has a date of hire of 07/09/1988
 - F/A #3 (USE-F/A) checked in at the gate at 1105 and has a SID date of 2/25/1965
 - F/A #4 (USE-F/A) checked in at the gate at 1130 and has a SID date of 3/22/1999
- F/A #1 and F/A #2 are in the Priority 4 group as they are West Contract F/As traveling on vacation.
- F/A #3 and F/A #4 are in the Priority 5 group as they are East Contract F/As traveling on vacation.
- Since there are only three jumpseats, the gate agent authorizes F/A #1 first since this F/A checked-in earlier than F/A #2 and both are in Priority 3 for the west contract operated flight.
- F/A #2 is the next F/A authorized for one of the three jumpseats since this F/A checked-in after the other USW-F/A and for this West Contract operated flight is in a higher priority group than the two USE-F/As.
- F/A #3 is authorized to the last jumpseat since this F/A checked-in before F/A #4 under the First Come/First Served method for this West Contract operated flight. Seniority dates do not apply in this case.
- Unfortunately FA #4 does not obtain jumpseat authorization on this flight. This F/A will need to wait for the next flight where the process begins again.

11.2.4 East Contract Operations Jumpseat Authorization Procedure Flights numbered in the range 700-2199

11.2.4.1 General—Flight Numbers 700 2199

- **USW-F/As** wishing to occupy a US Airways (East Contract Operations) cabin jumpseat will check-in for the flight following the procedures outlined below.
- Check in at the gate beginning at one hour prior to scheduled departure to prior to flight closeout.
- Complete the Jumpseat Travel Request form, return to company representative, then present company ID.
- During the flight close out process and after all cabin seats are assigned to revenue/non-revenue customers, the gate agent will award the cabin jumpseat to the most senior **USE-F/A** first, then the most senior **USW-F/As**.
 - If the hire dates are identical, the eldest F/A has priority.
- Upon flight closeout, all jumpseat awards are final and will not be rescinded or reissued, even if the flight is delayed. If awarded a jumpseat, obtain top copy (white) 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 F/A 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.
 - Seating in First Class (domestic) or Envoy Class (transatlantic) is limited to one (1) flightdeck jumpseat occupant and one (1) cabin jumpseat occupant.
 - First Class and Envoy passenger seats, if available, will be assigned first to the flightdeck jumpseat occupant, then to the cabin jumpseat occupant. Coach passenger seats will be assigned first to cabin jumpseat occupants in seniority and priority group order.
 - All jumpseat occupants may sit in the Coach/Economy Class passenger seats when available.

11.2.4.2 Boarding Priority Levels — US Airways (East) Operated Flights

The order of boarding priority on US Airways (East Contract) operated flights is as follows:

Boarding Priority Levels — US Airways (East) Operated Flights

| Priority | Employee | Purpose of Travel |
|----------|-------------------|--|
| 1 | • USE-F/As | Deadheading F/A who is requested to and agrees to occupy the jumpseat. |
| 2 | • USE-F/As | Traveling on Company business. |
| 3 | • USE-F/As | Traveling for personal reasons, in order of USE- F/A seniority (SID Card). |
| 4 | • USE-F/As | Flight Attendant Trainee |
| 5 | • USW-F/As | Traveling for personal reasons, in order of USW-F/A seniority (by Company hire date on badge). |

11.2.4.3 Seniority Based Jumpseat Authorization Example

- Example:
Flight 1499 CLT-FLL departs at 1200 and has two USE-F/As and two USW-F/As who have requested the jumpseat. The aircraft has three jumpseats available above the assigned crew jumpseats.
- The F/As time of check in and seniority is as follows:
 - F/A #1 (USE-F/A) checked in at the gate at 1105 and has a SID date of 2/25/1965
 - F/A #2 (USE-F/A) checked in at the gate at 1130 and has a SID date of 3/22/1999
 - F/A #3 (USW-F/A) checked in at the gate at 1110 and has a date of hire of 2/15/2000
 - F/A #4 (USW-F/A) checked in at the gate at 1130 and has a date of hire of 07/09/1988
- F/A #1 and F/A #2 are in the Priority 3 group as they are East Contract F/As traveling on vacation.
- F/A #3 and F/A #4 are in the Priority 5 group as they are West Contract F/As traveling on vacation.
- Since there are only three jumpseats, three of the above group will be given jumpseat authorization.
- The gate agent holds the authorizations until flight close, then authorizes the F/As to the jumpseat in seniority order within the priority groups for this East Contract operated flight.
- At close out, the gate agent give jumpseat authorization to F/As #1 and F/A #2 as they are the most senior F/As in priority group 3 and F/A #4 as this F/A is the most senior in priority group 5.
- F/A # 3 will need to wait for the next flight where the process restarts.

11.3 Jumpseat Travel Dress Code

- The employee's US Airways badge must be visible on the outer garment at all times.
- Flight and cabin crewmembers may wear their uniform when riding on the cabin jumpseat.
- Jumpseat attire is based on Envoy/First Class business casual attire as defined in the *Employee Travel Guide*.

11.3.1 Acceptable jumpseat attire

- Jumpseat riders must wear business casual attire, including at a minimum any collared shirt, business slacks, including khakis, skirts, Capri-style pants (females only), shoes and socks.

11.3.2 Unacceptable jumpseat rider attire

- Unacceptable attire while riding jumpseat includes:
 - t-shirts
 - blue denim attire
 - shorts
 - jogging suits
 - athletic gear
 - baseball-style caps
 - athletic shoes
 - beach footwear or flip-flops
 - any clothing that is torn, faded, soiled, wrinkled, cut-off, has ragged edges or holes
 - clothing with offensive graphics or terminology
 - jeans
 - shorts
 - t-shirts
 - tennis shoes
 - provocative or revealing clothing such as micro/mini skirts, bare midriff, halter, tank, tube or bra tops.

11.4 Flightdeck Jumpseat

- In addition to US Airways pilots, US Airways Express pilots and FAA officials, US Airways authorizes other individuals to occupy the flightdeck jumpseat.
- Examples include: air traffic controllers, US Airways A & P licensed mechanics, US Airways dispatchers, pilots from other airlines, and other individuals specified in the *US Airways Flight Operations Manual*.
- Jumpseat occupants who are not in uniform must conform to the non-revenue First Class travel dress code.
- The jumpseat rider must enter the aircraft with a complete Jumpseat Travel Request Form and ID displayed.
- The jumpseat rider presents the Jumpseat Travel Request Form to the captain for authorization.
- Instruct jumpseat riders to stand on the boarding bridge or remain in the flightdeck to prevent interference with customer boarding.
- Upon completion of customer boarding and with the captain's approval, the jumpseat rider may be seated in the flightdeck, or in an available seat in the First or Coach Class cabin.



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