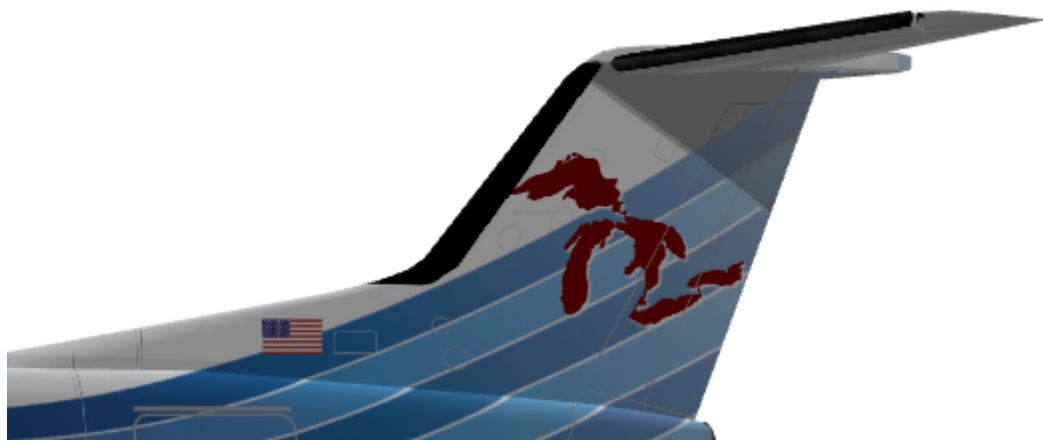




Great Lakes Express

Pilots Manual



Revision 1.0
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Welcome Aboard Great Lakes Express

Great Lakes Express is the leading regional virtual airline in the Midwest. Our airline serves communities both large and small specializing in regional flights in a modern fleet of turboprop and turbine aircraft. Our airline is supported by a large group of virtual pilots consisting of men and women dedicated to passenger air travel. Great Lakes Express offers a large number of daily fast paced flights with an average flight time of 55 minutes.

Our pilot's manual is designed to bring each pilot a sense of direction as well as a sense of fulfillment. Each pilot and staff member brings their own personal skills to the airline thus making GLE not only an enjoyable hobby but a sense of personal satisfaction on a job well done. If you have any questions regarding this manual or need further explanation of something specified, please do not hesitate to ask. Pilots or applicants can always contact me personally at paulherman@gleairlines.com. I look forward to seeing you in the sky very soon and as always I am,

Sincerely,

Paul R. Herman
Managing Director
Great Lakes International

This Pilot Manual contains the following information:

Information on your pilot application and the application process

Requirements for maintaining membership at Great Lakes Express

Transferring hours from your previous virtual airline

Your first flight with Great Lakes Express

Joining the airline forums

Great Lakes Express and VAFS (Virtual Airline Financial System)

Getting Started Guide

The GLE organization

How to stay current at Great Lakes Express

Requesting a leave of absence (LOA)



Pilot Application

- Applicants must be at least 13 years old (no exceptions)
- All Applicants must have a legal copy of Microsoft Flight Simulator 2004 or FSX
- Applicants **MUST** have a valid email address
 - This is how we will approve your application
 - Email is how we conduct day to day business
- Pilots are required to fly at least 1 flight per 30 days
- Your application may take up to 48 hours to be approved so please be patient
- Your approval will come from one of our Managing Partners with the information to get you started
- Applicants must download and install the VAFS Pilot Client

Requirements to fly for Great Lakes Express

- Applicants must have a legal copy of Microsoft Flight Simulator 2004 or FSX
- All Applicants must have a valid email address

Transferring Hours from a Previous Virtual Airline

- Any pilot who joins Great Lakes Express may transfer hours from their previous virtual airline
- Great Lakes Express will honor up to 50% of your previous hours.
- Applicants must provide us their total number of previous hours requested, not half
- Pilots applying to Great Lakes Express must provide us with a link to verify previous hours, if the link is password protected a username and password must be supplied in the comments section of the application

Your First Time as a Great Lakes Express Pilot

- If you have any questions during your application process or during your GLE career please use the contact form provided on the website
- Please be sure you understand the terms of membership at Great Lakes Express

Great Lakes Express Forums

- The Great Lakes Express forums are provided to you to discuss experiences, seek advice or ask for help from your fellow members
- When joining the forums pilots **MUST** use their real names and their pilot ID number
- The GLE forums are heavily monitored and must adhere to the following guidelines
 - No offensive material in nature
 - No discussion of politics or religion
 - No solicitation of products not pertaining to flight simulation
 - No posts containing inappropriate web pages or media
 - Members not adhering to these guidelines will be removed from the forums and the Great Lakes Express pilot roster
 - Under Federal Law no solicitation of or to a minor in any way will be tolerated. Great Lakes Express records all IP addresses in the forums and as mandated any such material will be forwarded to the Federal Bureau of Investigations

Great Lakes Express and Virtual Airline Financials Systems (VAFS)

- Great Lakes Express uses the VAFS system for the overall management of the airline
- VAFS records all of our pilots flights through the free pilot client
- VAFS gives each pilot the unique opportunity to make the airline virtual money
- Each pilot also has the opportunity to make a virtual salary

Getting Started

- Pilots must have the latest version of FSUIPC downloaded and installed on the users computer, the free version will work fine
- Pilots must have downloaded the VAFS Pilot Client (link included in your welcome email)
- Pilots should know and understand the inner workings of the VAFS pilot client before beginning.
- PLEASE remember that all flights must begin at the passenger terminal (GLE mainline) or at the general aviation area (GLE charters) with the engines OFF

- Pilots may not depart earlier than 10 minutes before departure time

Great Lakes Express Organization

- Great Lakes Express is organized into hubs, this serves as our base for our airline time table
- GLE Charters are set at smaller general aviation airports

Requirements to Stay Current

- Pilots are required to fly at least 1 flight every 30 days
- New Applicants are required to fly their first flight within seven days from being approved and being added to the roster

Leave of Absence

- Pilots may request a leave of absence for up to 30 days
- Please use the contact form on the website to request a leave of absence

Hub Transfer

- A Pilot may request a hub transfer at any time
- Please use the Contact Form on the website for the request

Legal Notice

Great Lakes Express is a virtual airline organization (fictional), we do not emulate or have any affiliation with an airline for profit. Great Lakes Express does not have any affiliation with Great Lakes Airlines. Great Lakes Express does not hire employees or staff in any way, anyone who joins Great Lakes Express does so as a member. Any materials (artistic renderings, pictures or any other such articles) given to Great Lakes Express becomes the sole property of Paul R. Herman and may be used at his will. Great Lakes International, Great Lakes Express, Elite Virtual Pilots Organization, gleairlines.com, flyevpa.com, flycwe.com and premierairways.com are solely owned and operated by Paul R. Herman and are not operated for profit in any way. Any information of any website operated by Paul R. Herman are done so as informational entertainment only and cannot be used to describe or initiate legal action in any way. All property, intellectual properties, ideas and or artistic renderings are held as personal property by Paul R. Herman and cannot be used without written consent. Great Lakes Express holds a website in good standing at www.gleairlines.com. Great Lakes Express welcomes all members regardless of age (over 13 years old), sex, race, religion or sexual orientation.