

## Jumpseating

- F/A jumpseat may be occupied by AS or QX FAs and other authorized AS or QX Inflight employees only, who remain current in F/A training (you may NOT sit in J/S if you are regular status)
- F/A must choose to fly J/S or non-rev (F/A cannot list as non-rev and expect J/S to be held in case flight fills up)
- F/A shall list for flight in Paperless Employee Travel (PET) and check in for flight at a kiosk prior to checking in at gate
- Check in with CSA at gate no more than one hour prior to departure
- J/S will be awarded at 30 minutes prior to departure by seniority order, then first come, first served
  - Commuters do not have priority
  - QX F/As (and qualified QX Inflight management) will be cleared after AS F/As (and qualified AS Inflight management) at 30 minutes prior
  - **Deadheading QX F/As shall not occupy J/S; when traveling on positive space Company business QX FA or QX Inflight personnel may elect to occupy J/S if no other qualified QX or AS Inflight jumpseater wishes to travel**
- If requested under 30 minutes prior to departure, assignment will only be made if CSA has time to accommodate
- F/As requesting J/S must stand in line with customers (do not go behind podium)
- CSA will verify employment and J/S authorization through Jumpseat Access Control System (JACS)
- Individuals assigned to the J/S will be assigned:
  - 1X: Fwd J/S (no Combi)
  - 2X: Aft J/S on 737-400/700
  - 1X or 2X: Aft J/S on 737-800/900/900ER
- Board with regular customers
- Introduce self to Captain and show A F/A crew ID and advise name and base
- In normal operations, jumpseating F/A has no duties; working crew must be responsible for doors
- If sitting in J/S, assume emergency duties assigned to position (sit D if three-person crew, E if four-person crew)
- Jumpseating in fwd Combi J/S not permitted
- Jumpseating on international flights is permitted
- Crew Scheduling can utilize F/A jumpseat on freighter flights for positioning purposes only (freighter J/S cannot be occupied by non-rev F/A)
- A Company-assigned individual, such as a loadmaster or supernumerary, may occupy F/A jumpseat on freighter flights
- Must wear Company ID at all times (if no ID, must have approved copy from DSO, or SP-30 form and valid driver's license)
- **Dress code is to be in uniform or:**
  - **Men – Pants, slacks, khakis, clean jeans. Shirt, sweater. Shoes must be closed-heel**
  - **Women – Dress, skirt, pants, slacks, khakis, clean jeans, calf-length capris. Shirt, blouse, sweater. Shoes must be closed-heel**
  - **Unacceptable attire: Clothing that is stained, frayed, soiled or tattered; shorts; short skirts (shorter than 3 inches above the knee); undergarment t-shirts;**

**sweatshirts/shirts with offensive/inappropriate words; tank tops; halter tops; flip flops; bare feet**

- May not consume alcohol within ten hours prior to check-in, or during flight
- If F/A moves into a customer seat, F/A jumpseater still may not consume alcohol
- Individuals occupying the J/S shall not have responsibility, such as a small child under the age of 13 , unless accompanied by another adult
- **Individuals occupying the J/S shall not be travelling with a cabin animal, unless traveling with another adult**
- No unnecessary talking during takeoff/landing if in J/S
- All uniformed J/S occupants must follow same guidelines for phone/electronic use as working crew
- No sleeping J/S
- No In-Flight Entertainment players on J/S
- Customers may not sit on J/S at any time
- Seatbelt extensions may not be used
- Jumpseaters may be provided a meal after all customers have been served
- J/S Briefing Card located in stationary kit for QX jumpseater to familiarize themselves with applicable procedures and J/S restraints