

**PROCEDURES
FOR JUMPSEAT
TRAVEL ON**



VIRGIN AMERICA

Virgin America is pleased to offer the privilege for cabin jumpseat for flight attendants. The following procedures have been developed to make this process as hassle free as possible.

1. Virgin America Inflight reciprocal jumpseat agreement partners' have the ability to list for flights online on myIDTravel. With this self-service tool, Flight Attendants will be able to list themselves for flights online, bypassing the step of listing at the ticket counter or gate.
 - Login onto <http://myidtravel.com/mylisting>
 - Select your carrier name from the drop-down
 - Enter username and password.
 - Username will be your two letter airline code in CAPS followed by the word "staff." Ex: Endeavor = 9Estaff
 - Password is myIDListing001.
2. Jumpseat travel is only for domestic markets.
3. Flight attendants requesting jumpseat travel under this agreement must check in at any departure gate a minimum of thirty (30) minutes before a scheduled departure of a domestic flight. Flight attendants are required to check in again at each stop over or connecting city.
4. Check-in can be at the ticket counter or gates if you have carry-on luggage only. If you have checked baggage then the ticket counter must process this transaction.
5. You must present your company issued employee ID that should have the text CREW on it and request to jumpseat, even though you will not be given an actual cabin jumpseat.
6. Once you have listed yourself, please stay in the gate area until the gate agent calls your name.
7. Our gate agents cannot accommodate requests less than 20 minutes prior to departure.
8. This does not permit travel with children, family members, or a carry-on pet.
9. Transportation is applicable on Virgin America flights within the United States and is on a space available basis. Flights to/from Mexico are excluded in this agreement. Priority will be given to Virgin America employees and all other space available passengers (buddy pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into similar agreements with Virgin America will be accorded such transportation on a "first come, first served" basis.
10. Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business related travel of a personal nature, and is not to be used in any way to facilitate a carrier's staffing or crew requirements or any employee's crew related duties, responsibilities, plans, prospects or objectives.
11. Each jumpseat rider using the privilege must observe strict professional conduct and decorum, and should wear a full flight attendant uniform or business casual attire.

12. Alcoholic beverages shall not be consumed while riding on a jumpseat agreement.
13. Virgin America reserves the right to change, alter, or cancel any condition of this agreement at any time.
14. The Reciprocal Travel Agreement is effective June 1, 2014 and may be suspended or cancelled by either Endeavor Air or Virgin America at any time with a thirty day notice.
15. Participating Delta Connection carriers include: Chautauqua, Compass, Endeavor Air, Express Jet, GoJet, Shuttle America and SkyWest.