

This year the Mentoring Committee will publish a series of teaching topics to help our new crewmembers with their transition into Atlas. The aim is to cover common questions that pilots have in their first year as Atlas pilots. For questions or suggestions, please contact mentoring@iap2750.org.

This week's topic: Hotel Priority

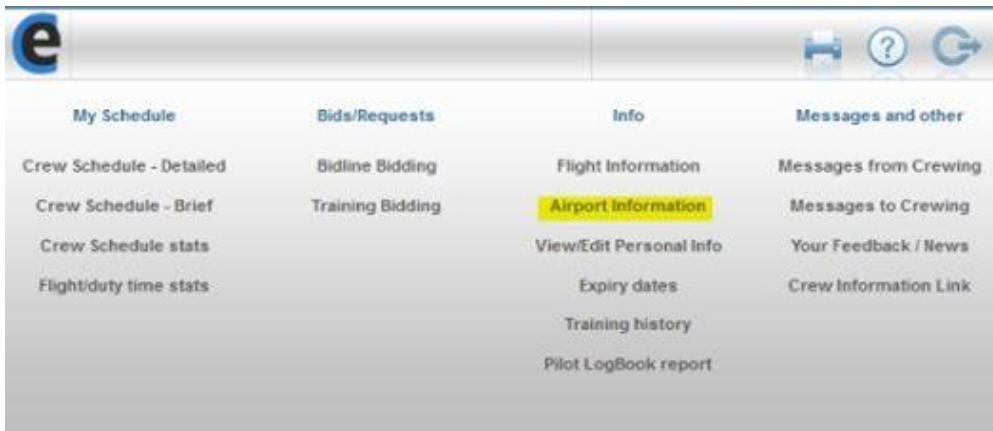
During your first year you will undoubtedly spend a lot of time in various hotels around the world. As such, it is easy to understand why our hotel accommodations are a frequent topic of discussion at the breakfast table, in the cockpit, and Facebook. This update week we wanted to address hotel priority, amenities, and where to find them.

Hotel Priority

Imagine you get an R2 assignment that has you operating to a station neither you nor your captain have been to and you are both unsure of what hotel you might be booked at, if there are multiple options, a long stay vs a short stay hotel, etc. The best method to find this list is via AIMS. AIMS will have a list of all hotels for the station, their priorities, address, and contact information.

Unfortunately Facebook does not allow pictures to be formatted inside this post, instead they will be selectable at the end, please reference them for the example using DFW below:

1. Login to AIMS and click Airport Information.



2. Next, type and select your station, then click Hotel Information.



3. After the page loads a dropdown box will appear with a list of hotels, next to them will be their priorities

W-DFW AIRPORT MARRIOTT SOUTH - Priority1
HILTON ANATOLE
RESIDENCE INN DALLAS DFW AIRPO
HILTON DALLAS LINCOLN CENTRE
W-DFW AIRPORT MARRIOTT SOUTH - Priority1
DALLAS MARRIOTT CITY CENTER
HILTON DALLAS LINCOLN CENTRE
FAIRFIELD INN &DFW SOUTH
HYATT PLACE NORTH BY GALLER - Priority2
RESIDENCE INN DFW AIRPORT
EMBASSY SUITES BY HILTON DALLA
LA QUINTA INN & SUITES FW
GRAND HYATT DFW
HILTON DALLAS / PLANO GRANITE
W-HOMEWOOD SUITES DOWNTOWN - Priority1

For this example you can see there are multiple hotels listed, some without priorities and two of them both listed as Priority 1. Unfortunately, AIMS does not currently have a method to delineate between short and long stay hotels. But from here we can deduce that the DFW Airport Marriott South is the priority hotel for short stays and the Homewood Suites Downtown is the primary hotel for long stays.

Hotels should be booked in priority order. If you are booked at the priority 2 hotel this means that the priority 1 hotel did not have availability. Long stay hotels are booked for layovers that exceed 18 hours[CBA 5.G.2], however you may be booked at a long stay for a short stay, but you should not be booked at a short stay hotel for a long stay. Some stations, however, may have two primary hotels, an example of this is CVG where both the Westin and Holiday Inn are listed as Priority 1 and used almost interchangeably.

Once your hotel is booked you should have hotel information on your schedule, using this method you can also see if the hotel is appropriate.

Hotel Amenities

Once we have a hotel the next question on most minds is if breakfast is included. CBA 5.D.2 says the company will make every reasonable effort to contract with hotels to provide breakfast at no cost, we are NOT entitled to it. However, it also states that if the hotel offers free breakfast to other guests the company will not negotiate it away for a lower rate. While this question and others can be answered at the front desk on check-in, we do have one method to look ahead of time:

<https://employees2.atlasair.com/crew/crewhotelinfo/search.aspx>

Click the letter corresponding with the station's IATA identifier, select the station, and then click the hotel. A popup window will show up with more details than what is contained in AIMS

Note: This website is not frequently up to date. On the bottom of the page there is a date of its last update.

Hotel Accommodations are covered under CBA 5.D of your CBA, take time to review your contract and contractual rights. For questions regarding hotel issues please contact you Travel and Hotel Committee at hotels@iap2750.org.