

Attachment S

to Operations Group Chairman's Factual Report - 2

DCA94MA076

USAir Boarding Procedures for Lap Children

(1 page)

Boarding Pass Issuance

PASSENGER SERVICE

INFANT BOARDING PASS - NON-SEAT ASSIGNED

When a passenger is traveling with an infant (lap child) the ticket should indicate "Plus Infant" in the name field. Use the following procedure when seat assigning or boarding the passenger:

<u>Who</u>	<u>Does What</u>
Ticket Agent Check-In Boarding Agent	<ol style="list-style-type: none"> 1. Complete 2 Non-Seat Assigned Infant passes (stickers). Write the accompanying parent or adult's seat assignment on the appropriate line of the infant boarding pass. This may be done at a ticket counter, gate, or control position. 2. Attach one Non-Seat Assigned Infant Boarding Pass to the accompanying parent/adult boarding pass, attach second infant boarding pass to the accompanying parent/adult lifted flight coupon. <p>NOTE: If there is a discrepancy between the actual ticket count and the number of passengers seated on the aircraft, use the flight coupons as a visual reference to look for possible non-seat assigned infants who may be occupying a seat.</p> <ol style="list-style-type: none"> 3. After the flight has departed, complete the post-departure process by placing all lifted flight coupons into the SS-58 Ticket Lift Envelope.

Example of Non-Seat Assigned Infant Boarding Pass

Green Fluorescent

