



## **DELAWARE TECHNICAL AND COMMUNITY COLLEGE**

### **UNMANNED AIRCRAFT SYSTEM/MODEL AIRCRAFT POLICY**

Delaware Technical and Community College (“College”) is committed to providing a safe and secure environment for its students, employees, guests, and the public. Unmanned aircraft systems (“UAS”) are useful for instruction in a wide range of academic disciplines and are of significant interest to the general public for hobby and recreational purposes.

#### **DEFINED TERMS**

##### **“Unmanned aircraft system or “UAS”**

An aircraft, weighing less than 55 pounds on takeoff (including everything that is on board or otherwise attached to the aircraft), which is operated without the possibility of direct human intervention from within or on the aircraft. For the purpose of this policy a Model Aircraft is considered a UAS.

##### **“Remote Pilot in Command” or “RPC”**

The individual responsible for operating the UAS. The pilot of a UAS must hold a FAA RPC Certificate.

#### **COLLEGE UAS POLICY**

- I. All UAS operations shall be conducted in compliance with all federal, state, local laws, and regulations including, but not limited to, the following:
  - A. FAA regulations providing for UAS registration; and
  - B. FAA regulation, 14 C.F.R. Part 107.
  
- II. All UAS purchases by College employees shall be approved in advance by the Office of General Counsel to ensure proper registration and tracking of College UAS. College employees shall submit a UAS purchase request to the Office of General Counsel using the form provided in Addendum B hereof. UAS purchases by College employees shall also comply with the College’s Fiscal and

Purchase Guidelines.

III. All UAS flights from College property and flights using College owned UAS at any location are prohibited unless operated by a College employee or student (or by an individual unaffiliated with the College, if approved in advance by the Office of General Counsel in accordance with Section IV hereof) in compliance with the following rules:

- A. The RPC must be at all times in control of the UAS and hold a valid FAA remote pilot airman certificate with a small UAS rating;
- B. The RPC must:
  - i. Make available to the FAA, upon request, the UAS for inspection or testing, and any associated documents/records of the UAS;
  - ii. Report to the FAA within 10 days of any operation that results in serious injury, loss of consciousness, or property damage of at least \$500;
  - iii. Conduct a preflight inspection, to include specific aircraft and control station systems checks, to ensure the UAS is in a condition for safe operation; and
  - iv. Ensure that the UAS complies with the existing registration requirements.
- C. All UAS must weigh less than 55 lbs. or 25kg;
- D. The UAS must remain within the visual line of sight of the remote pilot in command;
- E. The UAS may only be operated during the day or civil twilight (30 minutes before official sunrise to 30 minutes after official sunset, local time) with appropriate anti-collision lighting;
- F. The UAS must yield the right of way to other aircraft;
- G. The UAS shall not exceed a maximum groundspeed of 100 mph (87 knots);
- H. The UAS shall not exceed the maximum altitude of 400 feet above ground level (AGL) if operated from the ground, or if operated from an elevated surface or structure, not higher than 400 feet above the control station from which the UAS is operated;
- I. All UAS flights must be in conducted with a minimum weather visibility of 3 miles from the control station;
- J. All UAS operations in Class B, C, D and E airspace are prohibited unless the required air traffic control permission is obtained directly from the FAA using its online portal;
- K. All UAS operations in Class G airspace are allowed without air traffic control permission;

- L. No person may act as a RPC for more than one unmanned aircraft operation at a time;
- M. No UAS may be operated from a moving aircraft;
- N. No UAS may be operated from a moving vehicle;
- O. No careless or reckless UAS operations;
- P. No carriage of hazardous materials by a UAS;
- Q. A person may not operate a UAS if he or she knows or has reason to know of any physical or mental condition that would interfere with the safe operation of a UAS; and
- R. External load operations are allowed if the object being carried by the UAS is securely attached and does not adversely affect the flight characteristics or controllability of the aircraft.

IV. All UAS flights by third parties are prohibited unless invited to the College by a College employee and the UAS flight is approved in advance by the College's Office of General Counsel and the flight is conducted pursuant to the operating rules in Section III hereof. The College employee who issued the invitation shall be responsible for submitting a request for approval to the Office of General Counsel using the form provided in Addendum A hereof. Such legal requests shall be received no later than 14 days prior to the planned UAS flight.

V. Accountability.

- A. UAS operated in violation of any federal, state, or local laws, regulations, this policy, or any authorization provided hereunder will be subject to immediate grounding.
- B. Individuals violating this policy will be held accountable for their actions, which may include, but are not limited, to:
  - 1. Denial of future flight authorizations.
  - 2. Discipline under the Student Code of Conduct for a student.
  - 3. Corrective action up to and including termination for an employee.
- C. The College is not responsible for any damage resulting to a UAS from UAS operation. The RPC will be responsible for any property damage or losses resulting from the operation of UAS.

ADDENDUM A

UAS/Model Aircraft Request Form

This UAS/Model Aircraft Request Form must be completed and submitted for review by Legal Affairs prior to any UAS or Model Aircraft operations on College property or at any off campus College event. All requestors must submit this document not less than two (2) weeks in advance of flight operations. The Requestor will receive a response within 10 working days of request receipt.

**SECTION 1: REQUESTOR INFORMATION**

Applicant Full Name: First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

Affiliation:             College             Non-College

Department/Sponsor or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SECTION 2: PURPOSE OF UAS REQUEST/PROPOSED ACTIVITY**

Provide full details of flight purpose (education, research, promotional, etc.), including identity and proof of FAA UAS Remote Pilot in Command credentials and flight team. Depending on your intended use and activities associated with the use of your UAS or Model Aircraft, there may be other College approvals required before you can operate your UAS or Model Aircraft on College property or at College events.

Location of Request: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**SECTION 3: UAS/MODEL AIRCRAFT AND RPC INFORMATION**

Type/Model of UAS/Model Aircraft: \_\_\_\_\_

Full Name and License Information of Remote Pilot in

Command: \_\_\_\_\_

UAS/Model Aircraft Weight/Dimensions: \_\_\_\_\_

Power Source/Serial #: \_\_\_\_\_

Previous Request Approved      Yes    No (circle one)

If Yes, Date of Previous Approval: \_\_\_\_\_

UAS/Model Aircraft Registered with FAA      Yes    No (circle one)

If Yes, Registration #: \_\_\_\_\_

Photographs taken during flight      Yes    No (circle one)

Video recorded during flight      Yes    No (circle one)

Equipped with Geo-fencing      Yes    No (circle one)

Operating under a COA or Section 333 exemption      Yes    No (circle one)

I have attached a Certificate of Waiver or Authorization (COA), section 333 exemption, and/or Pilot in Command licensing information, and other relevant documentation for this request.

Signature\_\_\_\_\_Date:\_\_\_\_\_

By signing above, the individual/entity submitting this request agrees to and will abide by all College policies governing the use of UAS or Model Aircrafts from College property or College events. A copy of the approved UAS/Model Aircraft Request Form must be in possession of the Pilot in Command at all times during the activity, and must be presented to any College official or representative with control or jurisdiction over the activity, upon request. The College reserves the right to request additional documentation as a condition of approval and operation.

**SECTION 4: UAS/MODEL AIRCRAFT LEGAL AFFAIRS RESPONSE (FOR LEGAL AFFAIRS USE ONLY)**

Request Approved:    Yes    No (circle one)

Legal Affairs comments or requirements for operation are listed and must be observed below. If not approved, a summary of the decision is outlined or attached.

Addendum B

UAS Purchase Form

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
UAS Make: \_\_\_\_\_  
UAS Model: \_\_\_\_\_  
UAS Price: \_\_\_\_\_  
Reason(s) for UAS purchase: \_\_\_\_\_

APPROVAL:

\_\_\_\_\_  
*General Counsel/Legal Counsel* *Date*

\_\_\_\_\_  
*Vice President for Finance* *Date*