

<b>ADMINISTRATIVE DIVISION</b> Department of Finance and Operations		<b>POLICY NUMBER</b> <b>800</b>
<b>POLICY TITLE</b> Drone/Unmanned Aircraft Systems (UAS) Utilization/Flight		
<b>DATE OF REVISION</b> JUNE 27, 2022		
<b>RESPONSIBLE OFFICER</b> Director, Public Safety		<b>ADMINISTRATIVE OFFICE</b> Department of Public Safety

## 1. PURPOSE

The operation of unmanned aircraft systems including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law. This policy establishes procedures to govern all operation of unmanned aircraft systems (UAS), commonly referred to as drones, above or on the University of South Carolina Beaufort property; these procedures also apply to university employees and students operating drones in any other location as part of their University employment or as part of University activities.

## 2. REFERENCE

[14 CFR Part 107 Small Unmanned Aircraft Systems](#)

## 3. DEFINITIONS

- A. Campus Property: Buildings, grounds, and land that are owned by The University of South Carolina Beaufort or the Beaufort Jasper Higher Education Commission or controlled by The University or the Commission via leases or other formal contractual arrangements to house ongoing University operations.
- B. Director of Public Safety (DPS): The University's Director of Public Safety and the University's Safety Officer, are responsible for receiving and reviewing requests for operation of drones over campus property.
- C. Model Aircraft: an unmanned aircraft that is (1) capable of sustained flight in the atmosphere; (2) flown within visual line of sight of the person operating the aircraft; and (3) flown for hobby or recreational purposes. (See 14 CFR 101.41) For purposes of this policy, model aircraft are considered "unmanned aircraft" and a component part of an "unmanned aircraft system."
- D. Remote Pilot Certificate: the certification issued by the FAA to operators of unmanned aircraft and unmanned aircraft systems, in accordance with 14 CFR Part 107.
- E. Third party operator: an individual who desires to operate a UA or UAS over campus property who is not a University employee or student.

- F. Drone: an aircraft operated without the possibility of direct human intervention from within or on the aircraft; also known as drones, quadcopters, and quadrotors.
- G. Unmanned Aircraft Systems (UAS): the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft.

#### **4. POLICY**

The University of South Carolina Beaufort will allow the operation of small drones in compliance with [14 CFR Part 107](#). The University prohibits the operation of any unmanned aircraft that does not qualify as a “small, unmanned aircraft” or “model aircraft” pursuant to Part 107.

##### **A. Remote Pilot Certificate.**

1. Any University employee or student wishing to operate a UAS anywhere in the United States as part of his or her employment or as part of an approved college program, and any Third-Party Operator desiring to operate a UAS anywhere over campus property, must have a valid Remote Pilot Certificate issued by the FAA or operate under the supervision of a University employee with a valid Remote Pilot Certificate.

##### **B. UAS Registration.** All UASs over .55lbs must be registered with the FAA and must provide proof of registration on request.

##### **C.** All University faculty, staff, employees or students desiring to operate a drone on campus must complete the [Drone Flight Request](#) at least 1 week or a minimum of 24 hours prior to the requested flight day. Provide the completed application to the Department of Public Safety.

##### **D.** All third-party operators must obtain prior approval by completing the [Drone Flight Request](#) form. All third-party requests must be coordinated through USCB’s Department of Public Safety (DPS), at least 1 week prior to the day of flight. Provide the completed application to USCB’s Department Public Safety.

1. Third party operators must provide proof of insurance naming USCB as an additional insured and must agree to indemnify and hold the school harmless for any and all claims or harm to individuals or damage to USCB property.
2. Third party UAS operators must have a point of contact from a sponsoring Vice Chancellor or equivalent department.

##### **E. Rules for Operations During Flight.** For a full list of the federal rules, see [14 CFR Part 107](#). The University highlights the following rules for use of drones on campus (not intended to be an all-inclusive list of 14 CFR Part 107):

1. All drone pilots must notify the USCB Department of Public Safety (843-208- 8912) the day of flight and must have their Remote Pilot Certificate, as appropriate, a secondary person designated as a safety officer, a copy of their insurance, if flying for recreation, must show certificate of TRUST (Recreational Drone Safety Test).
2. Operators of drones must comply with all other applicable University of South Carolina and University of South Carolina Beaufort policies.
3. Drones shall not create a hazard to university-owned or controlled property, the University community or the public at any time. Drones may not be operated in a way that disrupts academic endeavors or affect the environment of people in or passing through common spaces, those working or studying within a building, or those entering, exiting or otherwise moving within a building.
4. Drones will not be operated above 400 feet at any time.
5. Drones may not be operated inside college buildings without permission. If approved for inside use, appropriate signs and areas will be sectioned off to alert people of their use.
6. The operator will maintain a line of sight with the drone at all times.
7. Drones will always yield right of way to other aircraft (e.g. Helicopters traversing area).
8. Drones will only be flown during daylight hours.
9. Drones will never be flown under the influence of drugs or alcohol.
10. Drones will not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment areas.
11. Drones shall not be used to monitor or record residential hallways, residential common spaces, or the insides of any campus facilities.
12. Drones shall not be used to monitor or record sensitive institutional or personal information, which may be found, for example, in an individual's workspace, on computers or other electronic displays.
13. Drones may not be operated above public open areas when more than 10 people are present within the flight path that are not part of a class, research team, demonstration, or pre- approved event.
14. Drones may not be operated above public open-air events, in or about public venues or above thoroughfares, including but not limited to roadways, sidewalks, bike paths and pedestrian paths.

15. On the day of approved Drone flight, the Pilot in Command will notify Public Safety of the location, time, and duration of UAS flight(s) by calling (843) 208- 8912.

## **5. COMPLIANCE**

Failure to comply with this policy will impact the safety and mission of the University and its campus facilities. Failure to comply also increases privacy concerns. Any violations of university policies by an employee will be dealt with in accordance with applicable University policies and procedures, which may include disciplinary actions up to and including termination. Any violations of university policies by a student will be dealt with in accordance to Student Judicial Affairs.

Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate drones in violation of this policy. Fines or damages incurred by individuals or organizations that do not comply with this policy will not be paid by The University and will be the responsibility of those persons involved.

### **HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
07/28/2022	Updates to FAA part 107 updated