Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3580 Use of Unmanned Aircraft Systems

References:

FAA Modernization and Reform Act of 2012 (FMRA)
FAA Small UAS Rule, 14 C.F.R. § 107 (Part 107)
FAA Special Rule for Model Aircraft 14 C.F.R. 101.41-43

Purpose

Unmanned Aircraft Systems ("UAS"), also known as drones, have become increasingly popular and the Rancho Santiago Community College District recognizes that this technology offers great potential for research and other educational functions as well as for business applications. The operation of UAS, is subject to regulation by the Federal Aviation Administration and local laws and may pose safety, security and privacy risks to members of the public. Accordingly, the purpose of this regulation is to provide guidelines for the operation of Unmanned Air Systems on or over District property and in connection with District activities to ensure compliance with existing regulations and to ensure the safety and security of persons and property.

Non course-related, non-research, or non-business use (i.e. recreational use) of drones on or over District property is expressly prohibited.

Scope

This regulation shall apply to faculty, staff, students, volunteers, vendors and all visitors that seek permission to operate a UAS on any District property. Anyone who seeks to operate UAS on District property must receive approval in advance in accordance with this regulation.

Definitions

Drones - See "Unmanned Aircraft."

FAA Part 107 (107 or Small UAS Rule) - This rule establishes the operating and certification requirements to allow small unmanned aircraft systems (Small UAS) to operate for non-hobby and non-recreational purposes (Business Use).

FAA Section 336 of Public Law 112-95 (used herein as 336 or Hobbyist Rule) - This rule is established to allow non-commercial use of Small UAS to be flown by pure hobbyists for recreational purposes.

Small UAS - An unmanned aircraft weighing between .5 pounds and 55 pounds and equipment necessary for the safe and efficient operation of that aircraft.

Pilot in Command - The person who has final authority and responsibility for the operation and safety of the UAS flight.

Operator - The person manipulating the flight controls of the UAS. In many, but not all instances, the operator will be the Pilot in Command.

Registering Drones

- All drones that weigh more than 0.55 lbs. and less than 55 lbs. must be registered with the FAA at https://registermyuas.faa.gov (link is external).
- Drones owned and operated by the district shall be registered by the department responsible for the drone and "Rancho Santiago Community College District" must be identified as the owner when they are registered with the FAA. The registration number must be on the drone before it is flown and the number must located so as to be visible, clear and legible.

Classification of UAS Operations

UAS operations generally fall into one of two categories: (1) hobby and recreational flights; or (2) business and commercial flights subject to FAA regulations under 14 CFR part 107 ("part 107").

Hobby/recreational purposes include flights by students for educational purposes that are conducted as part of a student's coursework. Such coursework may include science, technology and aviation-related curricula, or other coursework such as television and film production or the arts.

Business and Commercial activity includes flights in connection with, or in support of District business, including, but not limited to, flights to gather images and /or visual footage for use on district websites and/or in district publications, aerial surveying, inspections, and faculty use when flown as part of a class or for research. Flying for work requires you to obtain a Remote Pilot in Command license from the FAA.

Obtaining Remote Pilot in Command Licensing

To qualify for a remote pilot certificate, a person must:

- Demonstrate aeronautical knowledge by either:
    - Passing an initial aeronautical knowledge test at an FAA-approved knowledge testing center (the testing center charges $150 to complete the test); or
    - Hold a part 61 pilot certificate other than student pilot, complete a flight review within the previous 24 months, and complete a small UAS online training course provided by the FAA
- Be vetted by the Transportation Security Administration (TSA)
- Be at least 16 years old

The following licensing guidance on becoming an RPIC is offered:

a. Becoming a Pilot
b. Study Materials: Advisory Circular, Remote Pilot Airman Certification Standards
c. Sample Knowledge Test

A remote pilot in command must:

- Make available to the FAA & the District, upon request, the small UAS for inspection or testing, and any associated documents/records required to be kept under FAA rules
- Report immediately to the District and to the FAA within 10 days of any operation that results in serious injury, loss of consciousness, or property damage of at least $500 (See section under Sanctions, item 5)
- Conduct a preflight inspection, to include specific aircraft and control station systems checks, to ensure the small UAS is in a condition for safe operation

Flight Requirements

- Only persons with appropriate certification and approval may fly the UAS.
- All flights must receive approval through the Risk Management Office by filing a completed Drone Use Request Form at least ten (10) business days before the intended flight.
- The aircraft must remain within the visual line-of-sight (VLOS) of the operator. Alternatively, the unmanned aircraft must remain within VLOS of a visual observer. At all times the small-unmanned aircraft must remain close enough to the Remote Pilot in Command and the person manipulating the flight controls of the small UAS for those people to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses.
- No person may act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time.
- The aircraft must remain below 400 feet above ground level.
- Must not fly directly over people.
- Must not fly in a reckless or careless manner or in a manner that may endanger persons or property.
- Must not interfere with ground vehicles or traffic.
- May only be flown during daylight hours.
- Must not fly within (5) miles of an airport
- UAV must stay well away from manned aircraft, especially low-flying helicopters.
- Flight weight must be no more than 10 pounds, including aircraft, payload and camera.

Prohibited Uses

- District owned UASs shall not be used for leisure, recreation, or non-educational or non-business purposes.
- UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms and government regulations. These areas include but are not limited to restrooms, locker rooms, changing or dressing rooms or through windows.
- UAS shall not be used to monitor or record residential property.
- UAS shall not be used to monitor or record sensitive institutional or personal information, which may be found, for example, on an individual's workspace, computer or other electronic displays.
- UAV may not be flown over outdoor athletic facilities or stadiums when people are present.

- UAV may not be flown over Early Childhood Education Center facilities.
- UAV may not be flown in adverse weather conditions such as in high winds or reduced visibility.
- UAV may not be flown in a manner which interferes with ground vehicles or traffic.
- UAV may not be flown inside buildings.

Sanctions

- Any violations of District policies by an individual will be dealt with in accordance with applicable District policies and regulations, which may include disciplinary actions up to and including termination from the District.
- Students may be sanctioned for such violations in accordance with the Student Code of Conduct.
- Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS in violation of this regulation.
- Fines or damages incurred by individuals that do not comply with this regulation will be the responsibility of those individuals involved.

Student Use of Drones

Students may fly a UAS as part of a class curriculum, but only with prior approval from Risk Management and the Campus. Student operators must be supervised by a member of District staff or faculty at all times. For classroom or educational activities, only the instructor or teaching assistant is required to have a small drone license; the individual students do not.

Third Party Use of Drones

Any third party, such as an outside vendor hired to photograph a district event, wishing to use a UAS or model aircraft over District property must first:

1. Receive approval through the Risk Management Office by filing a completed Operating Plan at least ten (10) business days before the intended flight.
2. Provide proof of FAA remote pilot certificate with small UAS rating (Small Drone License)
3. Provide proof of insurance with a limit of no less than $1 million dollars, and add the District as additional insured.
4. The third party must also signs an agreement holding the District harmless from any resulting claims, harm to individuals, or damage to property

Maintenance and Storage

The department which purchased the UAS is responsible for maintenance and storage of all UAS
equipment. When not in use, the UAS must be secured in a locked area.

Damage or Injury

In the event of damage or injury arising from use of the UAS, the Operator shall notify Campus Safety to report the incident and the incident shall be documented in an incident report. Faculty and staff who oversee the use of UAS are responsible for reporting any incident involving UAS

operations within 24 hours the Risk Management office. Depending on the circumstances, Risk Management will be responsible for reporting the incident to the FAA.

Off Campus Use

District-owned UAS may not be removed from campus (except for maintenance) or used off-campus without express written approval of the Administrator and Vice President of Business Services.

Drone Use Request Form

All individuals or organizations seeking to operate a UAS on District property must submit a Drone Use Request Form to the Risk Management Office at least ten (10) business days before the intended flight. The Director of Risk Management will review the Form and make a recommendation of approval, noting any limitations.

The Director of Risk Management will forward the Form to the Vice President of Facilities and the Lieutenant of Campus Safety at the proposed site to get their input and any other recommendations.

The Director of the Risk Management Office will notify applicants of approval or non-approval to operate on or above District property. If approved, a copy of the approved Drone Use Request Form must be in possession of the operator at all times during flight activity, and must be presented to District officials upon request.

Adopted: July 9, 2018

Drone Use Request Form

Must be submitted to Risk Management 10 days in advance of proposed date

Contact Information	
Name of Requestor:	
Department or Company:	
Contact Phone #:	
E-Mail Address:	
Flight Details	
Purpose of drone flight:	
Proposed Dates of Flight:	
Proposed Time of Flight:	
Estimated Flight Duration:	
Estimated Flight Altitude:	
Where Do You Propose To Fly the Drone:	
Drone Information	
Drone Description:	
Make / Model	
FAA Registration #:	
Approximate Weight:	
Aircraft Owner (If other than RSCCD):	
Pilot Information	
Pilot Name:	
Attach Copy of Remote Pilot Certificate	