

Policy Type: Administrative

Applies to: Faculty, Staff, Student Employees, Students, and Volunteers

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## POLICY DATES

Issued: December 2018

Revised: 2/24/2024

Edited by: Tina Stuchell

Reviewed: 2/24/2024

The purpose of this policy (the "Policy") is to define the requirements for the use and operation of Drones on the University of Mount Union ("UMU") campus and/or property owned or controlled by UMU, or at UMU affiliated events, in compliance with the Federal Aviation Administration ("FAA") and all applicable federal, state and local laws. For purposes of this Policy, Drones are also known as unmanned aircraft vehicles ("UAV") and/or unmanned aircraft systems ("UAS") (collectively referred to herein as a "Drone").

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## Policy Details

Drones are defined as any device invented, used or designed to navigate or fly in the air that is operated without the possibility of direct human intervention from within or on the aircraft. The scope of this Policy applies to the operation of a Drone by any individual on property owned or controlled by UMU, or at UMU-affiliated events held elsewhere. Any University-owned Drones must be registered in compliance with the FAA and registered with the Office of Academic Affairs. Use of a University-owned Drone is permitted for academic purposes ONLY. Approval for such use must be provided by the Vice President for Academic Affairs ("VPAA") after review of a detailed plan of the airspace used and any product obtained, such as photographs, as a result of the Drone's operation.

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## PROCEDURE

To ensure the safety and privacy rights of individuals, and to ensure the safe and legal operation of any Drone on property owned or controlled by UMU, or at UMU affiliated events held elsewhere, Drones may only be used in an approved academic setting, as part of the curriculum of a UMU-offered class, or for marketing purposes under the direct supervision of an authorized user as approved by the VPAA. An authorized user must comply with the registration, certification, and operating requirements of the FAA Small UAS Rule (14 CFR Part 107) as described below. Further, any Drone use must be pre-approved in writing at least seven (7) days prior to the use of the Drone by the VPAA. **Recreational use of a Drone on University-owned properties is NOT PERMITTED.**

### ***Registration, Certification and Operation Requirements***

Any individual operating a Drone on property owned or controlled by UMU, or at UMU affiliated events held elsewhere, are personally responsible for compliance with FAA regulations, state, federal, and local laws, and UMU policies. The FAA requires that all owners of Drones register their Drone with the FAA. This registration requirement applies to all Drones weighing more than 0.55 pounds, including payloads such as on-board cameras. See <https://www.faa.gov/uas/>.

The Small UAS Rule explicitly regulates commercial as well as recreational drone activities. In order to be considered an authorized user and fly under the Small UAS Rule, an individual must register each drone with the FAA, get a remote pilot certification from the FAA, and comply with all 14 CFR Part 107 operating regulations. In order to obtain a remote pilot certification, an individual must be at least 16 years old, pass an aeronautical knowledge test at an FAA approved testing center (must be passed every 24 months), and undergo a Transportation Safety Administration security screening. See <https://www.aopa.org/training-and-safety/drone-pilots>.

In addition to the registration and certification requirements, a Drone must be operated in accordance with all operating regulations of the Small UAS Rule, including but not limited to the following:

- Drones must weigh less than 55 pounds, including any payload, at takeoff;

# Use of Drones, UAVs and UASs Policy TEC 7.0

## Business Affairs

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- Drones may only fly in Class G airspace without Air Traffic Control permission;
- Drones may only be operated by a person holding a remote pilot certificate or be under the direct supervision of a person who does hold a remote pilot certificate (the "Remote Pilot in Command");
- Drones must be kept within the visual line of sight of the Remote Pilot in Command and the person manipulating the flight controls such that they are capable of seeing the Drone without the aid of any device other than corrective lenses. Alternatively, the Drone must remain within the visual line of sight of a designated visual observer;
- No person may act as a Remote Pilot in Command or visual observer for more than one Drone at a time;
- There must be a minimum weather visibility of 3 miles from the control station in order to operate a Drone;
- The Remote Pilot in Command must engage in a preflight inspection to ensure the Drone is in a condition for safe operation;
- Drones may only fly at or below 400 feet above the ground or remain within 400 feet of a nearby structure;
- Drones may only fly during daylight or civil twilight with appropriate anti-collision lighting;
- Drones may only fly at or below 100 mph;
- Drones must yield the right of way to any manned aircraft;
- Drones may not be flown directly over people not directly participating in the operation, under a covered structure, or inside a covered stationary vehicle;
- Drones may not be flown from a moving vehicle, unless in a sparsely populated area;
- Drones may not be operated within a certain radius of any airport designated by the FAA without prior notice to the airport operator and air traffic controller by the owner. Drones may not be operated within a 5-mile radius of any airport without approval of the airport operator and the air traffic controller;
- A Remote Pilot in Command must report to the FAA within 10 days of any operation that results in at least serious injury, loss of consciousness, or property damage of at least \$500.00.

Operation of a Drone carries with it considerations for property and liability insurance coverage for bodily or personal injury and property damage depending upon the size, weight, and flying altitude of the Drone; the purpose for its use, if it will be assembled, housed, or transported by UMU, privacy violations, or other unlawful use. The privacy rights of others must be given priority. If the University is contracting with a third-party who will be using a Drone on property owned by UMU, or at UMU-affiliated events, such use must be approved by the VPAA as outlined above and all contractual, registration and insurance specifications must be reviewed by the Office of Business Affairs at least seven (7) days prior to use. For further information about these requirements, please contact the Business Office.

### **Penalties**

Failure to register a Drone that is required to be registered may result in regulatory and criminal penalties. The FAA may assess civil penalties up to \$27,500. Criminal penalties include fines of up to \$250,000 and/or imprisonment for up to 3 years.

### **Additional Information**

For additional information, and/or to request permission to operate a Drone for academic purposes, please contact the VPAA. For additional information not pertaining to academic purposes, please contact the SVPBA.

### **Responsibilities**

Position or Office	Responsibilities
Business Office	General
Purchasing	Insurance
Academic Affairs	Academic Purposes

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## Business Affairs

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### Contacts

Subject	Office	Telephone	E-mail/URL
Drones, UAVs and UASs	VP of Academic Affairs	330-823-7288	<a href="mailto:Academic@mountunion.edu">Academic@mountunion.edu</a>
Drones, UAVs and UASs	VP of Business Affairs	330-823-6572	<a href="mailto:businessoffice@mountunion.edu">businessoffice@mountunion.edu</a>

### History

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Revised: 2/24/2024

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