

St. Charles Community College
Application for Single Waiver of
P-303.4 Grounds Restrictions/Use of Unmanned Aircraft Systems

P-303.4	<p>Use of Unmanned Aircraft Systems (UAS)</p> <p>Unmanned Aircraft Systems (UAS), drones, and other model aircraft is prohibited on all property owned or controlled by St. Charles Community College with the exception of College Meadows, where use is regulated by St. Charles County Park Regulations, Chapter 250, Section 250.250.</p> <p>St. Charles Community College faculty, staff, students, and outside vendors seeking to use UAS for official college purposes must submit an Application for Single Waiver of P-303.4 Grounds Restrictions/Use of Unmanned Aircraft Systems (UAS). Applicants must satisfy all Federal Aviation Administration (FAA) requirements for operation of the UAS, including necessary pilot certification. Additional information related to FAA requirements is available at www.faa.gov/uas/. Requests for UAS use will be approved through the St. Charles Community College Department of Public Safety, in consideration of federal and state law regarding the operation and regulation of UAS equipment.</p> <p>The College President or designee may allow for use of UAS equipment for instances in which use of the UAS makes significant contribution to the College's academic and other support functions or is essential to campus safety..</p>
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Guidelines for Use of Unmanned Aircraft Systems (UAS)

The following guidelines cover any and all property owned and or operated by St. Charles Community College:

- The operation of any Drone of UAS equipment on and over lands owned and operated by SCC shall follow all state and federal regulations and will require prior filing of an Operating Plan with the Department of Public Safety.
- The Director of Public Safety will review the plan and approve, decline, or approve with limitations.
- Local law enforcement use of UAS technology in execution of a search warrant or as part of a tactical response to an immediate threat is automatically authorized, subject to applicable law and government regulations.
- Approved operators will check in with the Director of Public Safety before use on campus and will notify the Director upon leaving campus.
- Operating Plans shall include: (form available in the Office of Public Safety, Campus Services Building)
 - Equipment to be used, (include information about the UAV control systems, communication systems etc.)
 - Date and approximate time to be used,
 - Location(s) to be used,
 - Purpose(s) of the operation,

- Identity and contact information of pilot(s) or other remote operator(s),
- All forms of data (including imagery) to be collected,
- Current status of any required licenses or permissions,
- Provisions for security of the equipment, both during and outside of operation, and of any sensitive data collected.
- For approval of an Operating Plan:
 - Plan must be submitted at least 48 hours prior to operations on campus.
 - Plan must include all required information in its content.
 - The envisioned operation must comply with applicable laws, government regulations, and other College policies.
 - The envisioned operation must not pose an unacceptable threat to health, safety, privacy, or the environment, either in an absolute sense or compared to other methods of obtaining the desired information.
 - The envisioned operation must be judged by SCC administrators to be in the best interest of the public and the College.
- The Director of Public Safety will notify operators of approval to operate on campus. This must be received before the UAS is brought onto campus.
- The College holds the right to immediately shut down the operation of an UAS if it creates any type of electronic interference, poses a hazard to sensitive campus equipment, or interferes with any SCC activity.
- Any questions or comments about this UAS policy shall be directed to the Director of Public Safety at 636-922-8604 or by email at rronkoski@stchas.edu.

Procedures

- If granted a waiver of the policy, all operators of any UAS on property owned or controlled by St. Charles Community College must abide by these regulations:
 - By statute, all aircraft over 0.55 pounds are required to register with the FAA at www.faa.gov/uas/registration/. Congress has defined "aircraft" to include UAS, regardless of whether operated by modelers and hobbyists.
 - Aircraft exceeding 4.4 pounds must be insured.
 - Aircraft flight weight must not exceed 10 pounds.
 - Aircraft:
 - Must not fly beyond line of sight.
 - Must not exceed 400 feet of altitude.
 - Must not use metal blade propellers.
 - Must not fly in a way that endangers people, vehicles, or other property.
 - Must not operate in a reckless or careless manner or under the influence of alcohol/drugs.
 - UAS should only fly during daylight hours when there is at least three miles of visibility. If visibility is less than three miles, then the altitude is restricted to 100 feet.
 - UAS should not travel at excessive or unsafe speeds.
 - UAS operators must not drop items from UAS.
 - All pilots must conduct pre-flight checks on their UAS.
 - UAS flights are restricted to outdoor use only.
 - UAS operators should avoid flying over people not involved in the activity.
- Any exceptions to these procedures requires written permission from the Director of Public Safety.

- Operators are required to be aware of the latest FAA requirements for UAS use:
www.faa.gov/uas/model_aircraft/

Privacy

UAS technology offers a unique perspective on the world, allowing the user to see things and take photographs/video of images not normally seen by the average person. This presents some unique privacy concerns. Laws specific to UAS and privacy are still developing. Although it is legal to take photos of people and places that are in the public view, UAS offer more views than the average photographer would be able to access. A rule of thumb: If a person would have a reasonable expectation of privacy in the scene you wish to photograph or video, you should refrain from capturing those images. UAS operators on the SCC campus should familiarize themselves with privacy law as it currently stands for photographers. A great resource for this is: content.photojojo.com/photo-technique/tips/legal-rights-of-photographers/

Liability

Pilots not flying in an official College capacity are responsible for payment of all damages incurred as a result of UAS usage and are encouraged to obtain insurance.

UAS Operator Responsibilities

- Operate UAS within the guidelines set herein.
- Report to the SCC Department of Public Safety any UAS crash that results in bodily harm and/or property damage.
- Guidelines will be updated periodically based on changes in local, state, and federal law; FAA regulations, and UAS operational best-practices; however, UAS Operators are responsible for maintaining up-to-date knowledge of this information.
- Completion of the following information and signature of this document implies that you have read and accepted the guidelines and will follow the most recent legal regulations.

Application to Operate a UAS on St. Charles Community College Property

Full Name _____

Address _____

Phone Number _____

Email _____

FAA UAS Certificate Number _____

Check the appropriate box:

SCC-Sponsored Use: Department _____

Personal Use _____

First UAS

 Make

 Model

Serial Number

Weight

Second UAS (if applicable)

Make

Model

Serial Number

Weight

I have read and will comply with the St. Charles Community College UAS policy and procedures.
(Must be signed at the SCC Office of Public Safety)

Applicant Signature: _____ Date: _____

SCC Authorization Signature: _____ Date: _____