



Drone/Unmanned Aircraft Systems (UAS) Policy

Effective Date: January, 2018

Office: Office of Risk Management

PURPOSE: *This section should include reason or rationale for the policy.*

This policy has been established to address the operation of unmanned aircraft systems including small aircraft (SUA), also referred to as UAV (unmanned aerial vehicle), UAS (unmanned aerial system) and drones, regulated by the Federal Aviation Administration (FAA) on, about, or above all University of Indianapolis property to ensure compliance with FAA and state regulations and to reduce risks posed to the safety, security and privacy of the campus community by drones. This policy will be superseded by any changes in federal, state, and local laws, rules, interpretations, and regulations.

REFERENCE DOCUMENTS/RELATED INFORMATION: *List any other policies or information that should be cross referenced.*

[UIndy Drone Approval Form](#)

Fact Sheet – Small Unmanned Aircraft Regulations (Part 107):

https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=20516

SCOPE: *Who is affected by this policy or needs to read it?*

- * University employees, students and visitors operating unmanned aircraft systems as part of their University employment or as part of University sponsored/authorized activities;
- * Any person operating unmanned aircraft systems or model aircraft on, about, or above University property including for recreational or hobbyist use;
- * Any University personnel authorized to contract for any unmanned aircraft services by a third party operator or entity for the benefit of or upon the request of the University.
- * Any third party entity or operator providing unmanned aircraft services under contract or upon the request of the University.

POLICY HISTORY: *Include any information about previous versions or whether this replaces an existing policy.*

This is a new policy.

POLICY STATEMENT: *State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know what the policy is and how it extends to the university. If procedures are short in nature, please include in policy. If procedures are lengthy, please provide separate document.*

1. The use of SUA over University property is prohibited unless approved in advance by the University in writing.
2. Requests for approval to operate SUA over University property must be directed to the attention of the Office of Risk Management at risk@uindy.edu. The Office of Risk Management will be responsible for coordination of the approval process on the granting of authorizations. Please see the [UIndy Drone Approval Form](#).
3. In order to secure authorization, a user must register the SUA (registration is required if the SUA weighs between .55 pounds and up to 55 pounds and you are not flying under the Special Rule for Model Aircraft with the FAA - more information below) with the FAA prior to seeking University approval.
4. The user will be required to provide the Office of Risk Management with a copy of the approved FAA registration. The user will also be required to show proof of being at least 16 years of age.
5. In addition, in order to receive authorization from the University to operate the SUA, the requesting user must provide a certificate of general liability insurance covering the SUA and listing the University of Indianapolis as an additional insured to the Office of Risk Management. Commercial and hobbyist operators must carry coverage at a minimum of \$1 million. These insurance requirements apply to a contractor or a third party who use a UAS for purposes associated with a University facility, event, or project.
 - a. Insurance coverage must provide for the payment of claims under Worker's Compensation and Occupational Disease Acts and any other employee benefits acts applicable to the performance of the work where applicable; claims for damages because of bodily injury and personal injury, including death, and; claims for damages to property.
 - b. All insurance procured must be from an insurance company possessing a minimum A.M. Best's Insurance Guide rating of A VII. All insurance shall be purchased from and maintained with insurance company(ies) lawfully authorized to do business in the State of Indiana.
 - c. Certificates of Insurance, naming the University of Indianapolis as an "additional insured," showing such coverage obtained then in force (but not less than the amount shown above) shall be filed with the University prior to commencement of SUA flights. These certificates shall contain a provision that the policies and the coverage afforded will not be canceled until at least thirty (30) days after written notice has been given to the University.

No exceptions to these insurance requirements will be made. Prospective operators with questions regarding the insurance coverage requirement may direct their questions to the Office of Risk Management at risk@uindy.edu.

6. Prior to a flight, a registered and approved operator must submit a flight plan to the Office of Risk Management describing the intended purpose of the flight and the planned flight path. To be clear, a separate flight plan must be filed for each planned flight of the SUA.

FAA Regulations/Procedures:

Authorized operators must, at all times, abide by the regulations of the FAA and in accordance with relevant state law, as well as all requirements of the University's drone policy. These requirements include:

- a. If operating a SUA for purposes of recording and/or transmitting visual images, operators must take all reasonable precautions to avoid violations of areas normally considered private. Such areas include restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
- b. SUAs will not be used to monitor or record residential hallways, residential lounges or similar shared living areas.
- c. SUAs will not be used to monitor, record and/or transmit sensitive institutional or personal information which may be found, for example, on an individual's workspaces, or on computer or other electronic displays.
- d. If images of individuals will be captured in a resolution which will permit persons to be identified, a written notice of the intent to film must be distributed to anyone at the site who might be captured on video and the SUA operator must have a written release signed by each person affected.
- e. SUAs shall not under any circumstances be flown within two hundred (200 feet) of any University buildings or utility lines unless noted as part of a flight plan submitted and pre-approved by the Office of Risk Management.
- f. All operators, even if registered with the FAA, must be at least 16 years of age and shall meet all operator and aircraft requirements and obligations applicable to the aircraft and its specific use as required by the FAA and any applicable state laws.
- g. For purposes of this policy and in accordance with FAA regulations, SUAs may not weigh less than 0.55 pounds nor more than 55 pounds including the weight of any camera or digital recording equipment.
- h. Operators must be in line sight during operation over University lands and always avoid flying over crowds and may only operate a single SUA at once.
- i. SUAs may only be flown over University property in daylight hours. No evening SUA usage shall be permitted on, about or over University property.
- j. SUAs may not operate at an altitude greater than 400 feet.

- k. SUAs may not operate at an airspeed exceeding 100 mph.
- l. SUAs operated on University property may not be flown over any private property, whether owned by the University or not, without prior written consent of the property owner.
- m. Operators of SUAs may not operate SUAs while inside any moving vehicle.
- n. SUAs may not carry hazardous chemicals, pyrotechnic devices which explode or burn, or materials intended to separate from the aircraft during flight.
- o. SUAs may not fly over or within 25 feet of a vehicle or unprotected person.

SANCTIONS

The University reserves the right to confiscate or restrict individual use of SUAs operated on and/or over the University property, to administer corrective actions against students and employees in accordance with University policies and procedures, and to notify the proper authorities in the event of non-compliance with FAA regulations, state laws and/or University policies. The University will bear no responsibility for violation of FAA regulations or state law by the authorized operator and the operator will be required to sign an agreement promising to indemnify, defend, and hold the University harmless.

The University will reserve the right to review and confiscate any photographs or video captured by an SUA over University property, and/or in violation of this policy, and to take immediate legal action to enjoin the use of or deriving profit from the same.

Note: Flying under the Special Rule for Model Aircraft

The Special Rule for Model Aircraft ([P.L. 112-95, Section 336](#)) provides the definition and operating rules for flying a model aircraft. Model aircraft operators that comply with operational requirements during flight do not have to register their UAS with the FAA.

A model aircraft is defined as an unmanned aircraft that is:

- capable of sustained flight in the atmosphere
- flown within visual line of sight of the person operating the aircraft
- flown for hobby or recreational purposes.

FAA Safety Guidelines for Model Aircraft:

- Fly at or below 400 feet
- Be aware of [airspace requirements and restrictions](#)
- Stay away from surrounding obstacles
- Keep your UAS within sight

- Never fly near other aircraft, especially near airports
- Never fly over groups of people
- Never fly over stadiums or sports events
- Never fly near emergency response efforts such as fires
- Never fly under the influence of drugs or alcohol