TIDEWATER COMMUNITY COLLEGE
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No. 1109 **Rev: 0**

Policies and Procedures **Date: September 21, 2017**

Subject: Use of Unmanned Aircraft Systems

1. Purpose

This policy establishes the procedures for the appropriate management and use of unmanned aircraft systems (UAS) for both instructional and non-instructional use at Tidewater Community College (TCC). Unmanned aircraft systems offer opportunities for teaching and research, and provide the college community with valuable experiences in a wide range of academic disciplines. TCC is committed to the safe operation of Unmanned Systems for educational, research and promotional purposes.

2. Policy

The procurement, care and maintenance, use and instruction of unmanned aircraft systems (UAS) systems, and training regarding those systems shall be conducted safely, respectfully, and consistent with best practices in higher education and in compliance with policies and principles of the VCCS, SACSCOC, SCHEV, and applicable state and Federal Aviation Administration (FAA) laws and regulations. All UAS instruction shall be provided by FAA 14 CFR Part 107 Certified UAS Remote

Pilots in Command (RPICs). All individuals operating UAS at TCC for any reason shall follow 14 CFR Part 07.

This policy applies to all individuals operating unmanned aircraft systems (UAS) on college property, and under the authority of the FAA.

3. Responsibilities

The Executive Vice President for Academic and Student Affairs and the Vice President for Workforce Solutions shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with the policies and principles of the VCCS, SACSCOC, SCHEV, and with applicable federal and state laws and regulations.

4. Procedures

Procedures may be modified during emergencies and natural disasters.

4.1. UAS Flight Training and Standardization

4.1.1. The Executive Vice President for Academic and Student Affairs shall designate a Director of UAS Operations for TCC. The Director of UAS Operations shall coordinate flight training and qualification with certified UAS Instructors.

4.1.2. Prior to qualifying as a Remote Pilot in Command (RPIC), a pilot must hold an FAA 14 CFR Part 107 certification and demonstrate to a UAS Flight Instructor the ability to safely operate the UAS in accordance with the curriculum or intended use of the UAS, including emergency maneuvers and maintaining appropriate distances from persons, vessels, vehicles, and structures.

4.1.3. RPIC qualification flight hours and currency shall be logged in a manner consistent with 14 CFR Part 107. Online mechanisms to record all individual flight records to satisfy data logging requirements are encouraged; however, a copy shall be maintained with the Director of UAS Operations.

4.1.4. All approved requests for UAS flights shall be for a specific time and a specific location to avoid conflict with other UAS flights or other activities. Local airports shall be notified only if operating or transitioning through or within their airspace. Academic courses which meet at regular intervals may receive advance approval. Delays or deviations from this approval shall be coordinated with the Director of UAS Operations.

4.1.5. UAS operations on the Virginia Beach and Downtown Norfolk campuses must be coordinated with NAS Oceana and Norfolk International Flight Service Station, respectively. The Director of UAS Operations shall provide coordination.

4.1.6. Flights for the purpose of maintaining currency, training RPICs and the

RPIC are encouraged.

4.1.7. The use of UAS for hobby or recreational use on TCC property is not permitted without the approval of the Director of UAS Operations.

4.1.8. The criteria for approval of UAS operations include the following: submission of a Flight Plan; conformity with FAA 14 CFR Part 107; airspace approval, if required; de-confliction with other College activities; and consideration of safety and privacy concerns.

4.1.9. The Director of UAS operations shall coordinate the purchase of drones for the college.

4.2. Use of UAS Inside Buildings

4.2.1. Flying inside college buildings, including academic buildings and/or parking garages, is not regulated by the FAA. All such flights must be coordinated through the Director of the UAS Operations and the campus provost.

4.2.2. Flying inside campus buildings shall be allowed when:

4.2.2.1. used as part of an academic program, or student club with specific sponsorship by a faculty member, and

4.2.2.2. with authorization from the Director of UAS Operations.

4.3. UAS Operation, Safety, and Privacy

4.3.1. All UAS operations on college property must be in accordance with 14 CFR Part 107.

4.3.2 UAS operators must take all reasonable measures to avoid operating UAS in areas normally considered private and where there is a reasonable expectation of privacy. Operators must comply with all applicable privacy laws, regulations and policies.

4.3.3. UAS operations shall comply with all student conduct and college policies and procedures.

4.3.4. UAS shall not be used to monitor, record, or transmit in areas where there is a reasonable expectation of privacy in accordance with accepted social norms.

4.3.5. UAS shall not be used to monitor or record institutional or personal information that may be found, for example, in individual workspaces.

4.3.6. UAS operators must only conduct approved flights under favorable conditions. If unforeseen circumstances develop (e.g., adverse weather) under which operations cannot be conducted in a safe manner, the operator must postpone the flight and request an extension from the Director of UAS Operations.

4.3.7. Improper operation and use of UAS is a violation of college policy and may be a violation of FAA regulations, subject to college discipline and other

sanctions. Damages or injuries occurring to college property or individuals due to misuse or violations of policy shall be the responsibility of the UAS RPIC.

4.4. Authorized UAS Operators

4.4.1. UAS Operators shall have experience operating UAS in a responsible manner.

4.4.2. UAS Operators shall not operate any UAS over areas of public assembly, over areas under construction, or directly over individuals without their consent and approval from the Director of UAS Operations.

4.4.3. A UAS Advisory Committee shall review, assess, approve, and provide guidance for UAS activities on college property and at college-sponsored events.

5. Definitions

Air Traffic Organization (ATO). The ATO is the operational arm of the FAA. It is responsible for providing safe and efficient air navigation over all of the United States and portions of the Atlantic and Pacific Oceans and the Gulf of Mexico.

Certificate of Authorization or Waiver (COA). An authorization issued by the ATO to a public operator for a specific UAS activity.

College Property. Buildings, grounds and land that are owned or controlled by the college. This includes property leased or contractually reserved for TCC operations, either permanently or on a temporary basis.

Drone. The popular name for a type of UAS.

14 CFR Part 107. Part 107 of the Federal Aviation Regulations that applies to the commercial use of UAS. These rules apply to non-hobbyist small unmanned aircraft that cover a broad spectrum of commercial uses for drones weighing less than 55 pounds. Part 107 covers both academic and commercial operations.

Line of Sight. With vision that is unaided by any device other than corrective lenses, the remote pilot in command, the visual observer (if one is used), and the person manipulating the flight control of the small unmanned aircraft system must be able to see the unmanned aircraft throughout the entire flight.

Private Spaces. Areas where an occupant has a reasonable expectation of privacy in accordance with accepted social areas include but are not limited to restrooms, locker rooms, residential areas, changing or dressing rooms, the insides of campus daycare facilities and health treatment rooms.

Remote Pilot in Command (RPIC). The remote pilot in command is directly responsible for and is the final authority as to the operation of the small unmanned aircraft system. A remote pilot in command must be designated before and during the flight of the small unmanned aircraft. The RPIC is responsible for the overall safety and success of any UAS operation. All RPICs operating under this policy shall be approved by the Director of UAS Operations.

Unmanned Aircraft Systems (UAS). UAS are a subset of Unmanned Systems (UMS) and refer to small, unmanned aircraft systems, sometimes known as "drones," under 55 pounds including the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of shapes and applications including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight.

Visual Observer. A person who is designated by the remote pilot in command to assist the remote pilot in command and the person manipulating the flight controls of the small UAS to see and avoid other air traffic or objects aloft or on the ground.

6. References

14 CFR Part 107 – Small Unmanned Aircraft Systems

FAA Memorandum: Educational Use of Unmanned Aircraft Systems, 4 May 2016

7. Review Periodicity and Responsibility

The Executive Vice President for Academic and Student Affairs shall review this policy annually at the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on September 21, 2017.

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D.
President

Daniel T. DeMarte, Ed.D.
Executive Vice President for
Academic and Student Affairs

9. Review and Revision History

This is the first version of this policy.