



Volume 8: Volume Title: Safety, Security, and Environment

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Section 5: Policy Name: Use of UAVs (Drones and Model Aircraft) on Campus

Approval Authority: President

Interpreting and Implementing Authority: Director, Campus Safety

Effective: January 7, 2016

Last Revised: January 7, 2016

Next Review Date: January 2021

UAVs (Drones and Model Aircraft) on Campus

Policy Statement

The operation of UAV (unmanned aerial vehicle craft systems including drones and model aircraft) is regulated by the Federal Aviation Administration (FAA) and relevant state law. Manhattanville College seeks to establish procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Entities Affected by the Policy

This policy applies to:

- Manhattanville College employees and students operating a UAV in any location as part of their College employment or as part of College activities;
- The operation by any person or business of a UAV on or above College property;
- The purchase of a UAV with funding through the College; and;
- The hiring for or contracting for any UAV services by a College department/division.

Policy Background

No comprehensive policy addressing this issue previously existed.

Policy Procedures

The operation of a UAV (unmanned aerial vehicle, drone, or model aircraft) over College property is prohibited in the absence of written approval by the Director, Campus Safety.

The proposed operation must not pose an unacceptable threat to safety, privacy or the environment. Approval, once given, may be rescinded if it is determined that the information provided is incorrect or incomplete or if circumstances have changed and a determination is made that the planned operation is not in the community's best interest.

The College reserves the right to immediately order the cessation of any operation which is deemed to create a hazard or interference with any campus equipment or activity.

Application Procedure:

In order to obtain approval for the operation of a drone or UAV over College property the operator must file an application with the Director, Campus Safety, at least seven (7) days prior to the planned operation.

The operator must include on the application the following information:

- Date, time and location of the operation
- Purpose of the operation
- Equipment to be used
- Identity and contact information for the operator
- Data to be collected
- Verification of compliance with FAA regulations and applicable local, state, and federal laws including, but, not limited to, compliance with Westchester County Airport requirements.
- Proof of FAA registration, if applicable
- Sufficient liability insurance, as determined by the Director, Campus Safety
- Copy of insurance certificate naming College as Additional Insured

The Director, Campus Safety, will review the application and approve/not approve the use of the UAV on campus and will provide a written response to the operator. The decision of the Director, Campus Safety, is final.

General Responsibilities of UAV operators:

1. All College employees, third parties (including residents of faculty/staff housing), and operators are personally responsible for complying with FAA regulations, state and federal laws, and College policies.
2. Any College employee or student wishing to operate a UAV as part of their employment or as part of a College program must comply with current applicable FAA regulations.

3. Operation of a UAV by a third party over College property must be under a contract which holds the College harmless from any resulting claims or harm to individuals and damage to College property and provides insurance as required by Office of Purchasing.
4. Operators of a UAV by a third party are personally and fully responsible for any and all damages caused by the UAV.
5. In operating a UAV for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private.
 - UAV shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
 - UAV shall not be used to monitor or record residential hallways or residential lounges.
 - UAV shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic displays.

Definitions

College Property

- Buildings, grounds, and land that are owned or controlled by College via leases or other formal contractual arrangements to house ongoing College operations.

Unmanned Aerial Vehicle (UAV)

- UAVs are also known as or may be characterized as Drones. According to the FAA, a UAV (or sometimes called UAS – unmanned aviation system) is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAV may have a variety of names including quadcopter, quadroter, etc. FAA regulation applies to UAV regardless of size or weight. Model aircraft are not considered by the FAA as UAV.

Model Aircraft

- Model aircraft are considered differently by the FAA than other UAS and have different regulations. Model aircraft are not for business purposes, only for hobby and recreation. Model aircraft must be kept within visual sightline of the operator, and should weigh under 55 pounds unless certified by an aeromodeling community-based organization. Model aircraft must be flown a sufficient distance from populated areas.

Responsibilities

Director, Campus Safety

- Responsible to approve/disapprove any application for use of a UAV on College property.

Violations of the Policy

Violations of this Policy will be handled in accordance with the procedures in the Employee Handbook.

Violations of this Policy will be handled in accordance with the procedures in the Student Handbook.

Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAVs in violation of this policy.

Interpreting Authority

Director, Campus Safety

Policy Adoption Review and Approval

Recommended approval by President's Cabinet on January 7, 2016

Approved by President on January 7, 2016