Rock Valley College

Unmanned Aircraft Systems

RVC Administrative Procedure (2:10.010)

Contents

A. Purpose

The operation of Unmanned Aircraft Systems (UAS) and Model Aircraft is regulated by the Federal Aviation Administration (FAA) and as well as relevant state laws and local ordinances. Rock Valley College is establishing procedures necessary to ensure compliance with these legal obligations and to reduce any risk to safety, security and privacy.

B. Department and Primary Point of Contact Involved

Scope

This procedure applies to:

1. Rock Valley College employees and students operating unmanned aircraft systems in any location as part of their College employment or as part of College activities;

2. Operation by any person of unmanned aircraft system or model aircraft on or above Rock Valley College property within 400 feet of the ground surface;

3. Hiring for or contracting for any unmanned aircraft services by a College department.

Responsibilities

1. For following procedure: Employees and students as applicable.

2. For procedure development, documentation, and implementation: Director of Environmental Health and Safety and Compliance in conjunction with the Safety Committee and

Rock Valley College Police Chief, the Rock Valley College Chief Operations Officer and other stake holders such as Athletics, Communications, and Physical Plant.

3. For enforcement of procedure: Campus Police and the Chief Operations Officer.

C. Definitions

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

Unmanned Aircraft Systems (UAS) – According to the FAA, a UAS is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment necessary to operate the unmanned aircraft. Unmanned aircraft include quadcopters, multi-rotors, helicopters, drones, and fixed-wing models if these aircraft are used for any purpose other than recreation. FAA regulations apply to UAS regardless of size or weight, however, unmanned aircraft weighing less than 250 grams are not required to be registered with the FAA. Model aircraft and rockets, balloons, kites, and gliders that are not "capable of sustained flight in the air" are not regulated as unmanned aircraft, however, other FAA regulations may apply (e.g. FAR Part 107).

Model Aircraft – Model aircraft are defined by the FAA remotely-piloted aircraft weighing less than 55 pounds and operated solely for recreation. The FAA allows students to use model aircraft for coursework, research projects, contests, and recreation, provided that faculty involvement is only incidental. Model Aircraft must follow all applicable FAA rules as well as safety guidelines from the Academy of Model Aeronautics (AMA) or equivalent FAA-recognized Community-Based Organization (CBO). Model aircraft operations that occur on Rock Valley College property, utilize College resources, or that are part of College business (e.g., outreach) are additionally subject to the provisions of this procedure document.

D. Procedures

Rock Valley College employees and students must comply with relevant federal, state, and local laws and regulations pertaining to the operation of Unmanned Aircraft Systems (UAS). It is recognized that the risks associated with UAS operations generally increase with aircraft weight and with proximity to congested areas. Some UAS operations may therefore require additional safety measures, procedure considerations, and insurance provisions, or in more extreme cases, may only be conducted by third parties with suitable qualifications, equipment, and insurance.

1. All members of the College community are personally responsible for complying with FAA regulations, state and federal laws, and Rock Valley College policies, including but not limited to the FAA Small Unmanned Aircraft Rule (Part 107).

2. Operational UAS weight restrictions for college employees and students operating as part of their College employment or as part of College activities:

a. **Research and educational use**: under 55lb as regulated by the FAA

b. **Any other purpose than research or education**: under 10lb as mandated by Rock Valley College's insurance carrier.

3. Any UAS operator who intends to operate a UAS on Rock Valley College property or in affiliation with Rock Valley College must first receive written permission from the Director of Environmental Health and Safety and Compliance and/or the Rock Valley College Police Chief.

Operators can apply for authority by completing an RVC Event Form and submitting it to the RVC Event Coordinator to be approved by the Director of EHS and RVC Police Chief.

a. Operators must show the following in order to be granted permission:

i. **Any individual operating the UAS as part of their College employment or as part of College activities**: Evidence of Remote Pilot's License

ii. **For UASs weighing more than 250 grams**: evidence of registration as per FAA requirements

iii. **Third parties, including student hobbyists**: proof of liability insurance of no less than $1M for UAS operations. Individuals can purchase coverage through the Academy of Model Aeronautics [link to AMA web page]

b. Director of environmental Health and Safety and Compliance and/or the Chief of Police reserves the right to deny any operator the authority to operate a UAS on Rock Valley College property or in affiliation with Rock Valley College

i. Operators who feel they may have been unfairly denied authority to operate a UAS may appeal the decision to the President of Rock Valley College.

c**. Operators must carry written evidence of permission at all times while operating a UAS**.

4. As per FAA guidance, UAS operations are mapped to a risk matrix with safety measures and approval requirements commensurate with the level of risk.

Rock Valley College

Risk Matrix for UAS Operations at Rock Valley College

UAS Weight Class	**< 250 g (.55lb)**	**250 g to 4.5 kg, (.55lb - 10lb)**	**4.5kg to 25kg, (10lb - 55lb)**
RVC far NW Property	Low	Medium-Low	Medium
Athletic Fields or Indoors (PEC)	Med-Low	Medium	Med-High
Main Campus (walkways, in between buildings)	Medium	Med-High	High

The risk matrix above assumes the specified areas above are outdoors.

The risk matrix above assumes that the specified areas are unoccupied or nearly unoccupied at the time of the UAS operation. Generally, UAS should not be operated near crowds such as sporting events, tours, concerts, or graduation. Operations over property not owned by Rock Valley College should be mapped to the campus risk matrix as closely as possible when assessing the need for permissions and additional safety measures.

Generally, faculty and staff who have received authority to operate may operate UAS and directly supervise students operating UAS in the Low and Med-Low categories of the risk matrix.

UAS operations in the Medium and higher risk categories will be reviewed by the UAS review Committee (consisting of the Director of EHS, RVC Risk Coordinator, RVC Police Chief). These measures could include, for example, a tether, a netted enclosure, or test flights demonstrating safe outcomes if the UAS experiences loss of power, a lost communication link, or lost GPS signal.

It is anticipated that some operations, especially those in the **High-risk** category, may not be permitted by Rock Valley College.

5. Any College employee, student, or unit providing a College-owned UAS to a third party for any purposes other than research or education, regardless if a fee is charged, needs first to receive approval through the Department of Environmental Health and Safety and Risk Management.

6. In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable precautions to avoid areas normally considered to be private. UASs should not enter onto, overfly, survey, or create

a nuisance on any other private property except with written permission from the landowner.

7. RVC does not allow operation of UAS inside any RVC owned, leased or controlled property. RVC reserves the right for RVC owned or contracted UAS to operate indoors after receiving permission from the COO or President of the College for promotional purposes.

8. Use of UAS must comply with any other applicable College policies.

E. Related Documents

FAA Small Unmanned Aircraft Rule (Part 107)

Academy of Model Aeronautics [link to AMA web page]

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