

## E-137 UNMANNED AERIAL SYSTEMS (UAS) AKA DRONES

### POLICY

Unmanned Aerial Systems (UAS) aka **Drones** are the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate a drone, acquire data from a drone, and to process the data acquired from a drone. *Unmanned aircraft* means an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

The operation of drones is regulated by the Federal Aviation Administration (FAA). Gateway Technical College must comply with 14 CFR Part 107, FAA requirements, state law(s), state regulation(s) and any locally applicable laws or regulations regarding drones.

All operators and operations of drones on Gateway Technical College property or by Gateway Technical College staff shall meet all requirements and restrictions as outlined in the afore-referenced laws and regulations along with the following additional requirements outlined herewith in the following Procedures section of this Policy.

It is the operator's responsibility for risk mitigation in the operation of drones as outlined in this Policy. However, Gateway Technical College reserves the right to deny any proposed drone operations on its property or by its staff if it feels that the operator either is violating this policy or does not provide sufficient risk mitigation for the proposed operation.

Fines or damages incurred by individuals or divisions that do not reasonably comply with this policy will not be paid by Gateway Technical College or Districts Mutual Insurance and will be the responsibility of those persons involved.

### PROCEDURES

1. Each individual drone and all instructors/operators using drones will be required to meet any and all current Federal, State, Local, Wisconsin Technical College System and Gateway Technical College policies, procedures, regulations/permits for the operation of drones.
  - a. Individual Instructor/Operator drone certifications/training verification and compliance must be on file in Gateway Technical College's Human Resource Department one month prior to the start of utilizing drones under this policy.
  - b. All drones used for classroom activity must weigh less than 55 pounds including payload.
2. Use of drones other than in an approved course is not permitted on Gateway Technical College property without a completed and fully executed **Gateway Technical College Drone (Unmanned Aircraft Systems – UAS) Operation Permit Request Form for Individuals / Entities Not Affiliated with Gateway Technical College**, approved by the Director of Security.
  - a. Applications for a **Gateway Technical College Drone (Unmanned Aircraft Systems – UAS) Operation Permit Request Form for Individuals / Entities Not Affiliated with Gateway Technical College** are available at

[Unmanned Aircraft System Request Form](#) and must be submitted at least 30 days in advance of the planned event to the Director of Security and the Risk Management Coordinator.

3. Instructor(s) must notify the Director of Security in writing at least seven days before commencement of flights in order to fly Gateway Drones off campus.  
Date/time/location/number of students and duration of scheduled flights need to be included in the documentation.
4. In addition to all requirements outlined above, the following conditions must be met to obtain Gateway Technical College permission for Drone Operations in order to be covered under Gateway Technical College's Casualty Policy
  - a. All drones must be operated in a curriculum/instructional related activity supporting the educational class.
  - b. All images and data collected during the operations of the drone shall be:
    - 1) the sole property of Gateway Technical College
    - 2) used only by college employees and students of that class and only for educational purposes related to that class.
    - 3) stored on a secure server designated by the college and maintained by college personnel.
    - 4) permanently deleted at the end of the semester unless necessary for future educational purposes.
    - 5) acquired in accordance with a reasonable expectation of privacy based on accepted social norms and the Gateway Technical College student handbook.
  - c. No images or data will be intentionally collected with the intent to monitor sensitive institutional or personal information that is not directly related to stated classroom activities.
  - d. Personal Protective Equipment (PPE)
    - 1) All students and instructors are required to wear reflective safety vests and hard hats during drone operations.
    - 2) All students and instructors who will potentially be handling the drone during operations shall wear eye protection and cut-resistant gloves.
  - e. All Instructors shall have required certification and training to operate and instruct drone operations, including but not limited to FAA Part 107 remote pilot certification.
5. Flight/Maintenance logs are required for every Gateway Technical College drone over 0.55 pounds. Students and instructors are required to maintain individual operational flight and maintenance logs. Flight/Maintenance and operational entries are required to be submitted within 24 hours after conclusion of drone operations for the day.
  - a. Every individual drone must obtain initial operational approval from the Director of Security and the CFO prior to the drone's use. The approval can be revoked by the Director of Security or CFO at any time.
  - b. Only drones owned by Gateway Technical College** will be permitted to be used in coursework and laboratory settings.
6. Any waivers to this policy must be approved by the Director of Security or CFO.