

COLLEGE of CHARLESTON

OFFICIAL POLICY

8.5.2

UNMANNED AIRCRAFT SYSTEMS (DRONES)

4/16/19

Policy Statement

The operation of unmanned aircraft systems is a fairly new area of law governed by the Federal Aviation Administration (FAA) and applicable state and city laws and regulations. The use of unmanned aircraft systems poses inherent risks and harm to its users and those in surrounding public spaces. Due to the inherent risks and dangers of operating a UAS, additional insurance and policy considerations must be reviewed.

Policy Manager and Responsible Department or Office

Director, Environmental Health and Safety Office; Chief of Campus Police, Department of Public Safety, General Counsel, Office of Legal Affairs

Purpose/Reason for the Policy

To protect the College, its students, trustees, employees, guests, and other invitees from the inherent health, security, and privacy risks imposed by using unmanned aircraft systems at any event and/or on any property owned, leased, or occupied by the College of Charleston.

Departments/Offices Affected by the Policy

All College of Charleston departments, offices, and units.

Procedures Related to the Policy

1. All members of the College of Charleston (“College”) community are responsible for abiding by all FAA regulations, state and federal laws, local laws and campus policies.
2. The use of any UAS during any event sponsored by the College, whether on property owned, leased, or occupied by the College, is strictly prohibited at this time.
3. For the operation of any UAS owned or operated by the College, any College student, employee, or representative must submit a Request for Use Form and receive prior approval from the Director of the Environmental, Health, and Safety Office or his/her designee (after consultation with General Counsel) before operating a UAS for College use on any property on campus (owned, leased, or occupied by the College) or off-campus. The Request for Use Form must be submitted within the time period listed on the form.
4. The operation of any UAS on such property by any third party is strictly prohibited, unless contracted by the College to do so, prior approval has been received by the Director of Environmental Health and Safety with approval by General Counsel and the Chief of Campus Public Safety.
5. For operation of any UAS, proper insurance must be obtained and approved by the Insurance Program Manager, and all FAA, federal, state, local laws, and campus policies and procedures are complied with.
6. The purchase of any UAS, on behalf of the College, regardless of the source of funds, must be approved by the Executive Vice President for Business Affairs. Purchases using College funds must comply with the College’s purchasing policies.
7. In the event that the purchase of a UAS is approved, the proposed operator must provide proof of FAA approval & registration, FAA Section 333 Exemption, compliance with FAA guidelines and requirements, and purchase the required additional insurance from the Insurance Manager.
8. Environmental, Health and Safety Office and/or the Department of Public Safety, with consultation with General Counsel or his/her designee, maintains the authority to “ground” or suspend operations of any UAS that is not compliant with FAA regulations, College policies or procedures, or presents a danger to College property or the College community.

9. The Department of Public Safety and/or the Emergency Management Team maintains the ability to use any College owned drone for emergency use as deemed appropriate by the Chief of Police or Emergency Manager.
10. The Department of Public Safety or the Emergency Manager maintains the authority to grant other law enforcement or emergency management agencies use of third party drones as deemed appropriate on College property, subject to approval by General Counsel, after appropriate documents have been executed.
11. Any data collected by a UAS owned or operated for College use must be maintained in compliance with the College's privacy policy.

Related Policies, Documents or Forms

This policy affects all policies and procedure of the College of Charleston as it relates to activities, purchases, contracts, and events.

<http://policy.cofc.edu/documents/11.1.pdf>
<http://procurement.cofc.edu/procurement-manual/index.php>

Review Schedule

Issue Date: 4/12/16

Date of Policy Revision: 4/16/19

Next Review Date: 05/12/2024

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 8.5.2

President or

Chairman, Board of Trustees

Stephen G. Osborne

Date: 4/16/2019