

UNMANNED AIRCRAFT SYSTEMS (UAS)

The operation of unmanned aircraft systems (UAS), including drones, and model aircrafts is regulated by the Federal Aviation Administration (FAA). The purpose of this Administrative Regulation is to map out procedures and guidelines to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Employees and students must comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding UAS. To limit liability, UAS must:

1. Have a specific educational use directly related to instruction,
2. Be listed on the FAA List of Approved Unmanned Aerial Systems under Section 333,
3. Have District authorization for use prior to submitting a purchase requisition. (Refer to District UAS Approval Form, FS#58)
4. Be purchased through the District Purchasing,
5. Meet FAA guidelines for device specifications and operations,
6. Be registered prior to operations in accordance with Title 14 of the Code of Federal Regulations. <https://registermyuas.faa.gov/>
7. Be operated in accordance with the FAA Small Unmanned Aircraft Rule (Part 107)

DEFINITIONS

1. Airspace – In the U.S., airspace is categorized as regulatory and non-regulatory. Within these categories exist: controlled (Class A, B, C, D, and E) and uncontrolled (Class G) airspace. Other types of airspace include “specific use” and “other airspace”.
2. Class G airspace – includes all airspace below 14,500 feet (4,400 m) mean sea level (MSL) not otherwise classified as controlled. Radio communication is not required in class G airspace. Visual flight rules visibility requirements in class G airspace are 1 mile by day and 3 miles by night, for altitudes below 10,000 feet (3,050 m) MSL.
3. District property – Buildings, grounds, and land that are owned by South Orange County Community College District via leases or other formal contractual arrangements to house ongoing SOCCCD operations.
4. 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. (Use of UAS related to South Orange County Community College District does not qualify as model aircraft regulations.)

5. Pilot in command (PIC) – The person who has final authority and responsibility for the operation and safety of the flight; has been designated as pilot in command before or during the flight; and holds the appropriate category, class, and type rating, if appropriate for the conduct of the flight.
6. Section 333 – Part of the FAA Modernization and Reform Act of 2012 (FMRA) which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.
7. Unmanned aircraft system (UAS) – UAS are also known as or may be characterized as Drones. According to the FAA, a UAS 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. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight. Model aircraft are not considered by the FAA as UAS and have different regulations.
8. Visual line of sight (VLOS) – The locational delta between an unmanned aircraft and the pilot in command. At all times the UAS must remain close enough to the remote PIC and the person manipulating the flight controls of the small UAS for those people to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses.
9. Visual observer (VO) – an individual who is selected to observe the flight activity and pay close attention to the aircraft and airspace in order to increase safety, but does not participate in operating the aircraft.

PROHIBITED USES

1. All members of the SOCCCD community are personally responsible for complying with FAA regulations, state and federal laws, and SOCCCD policies.
2. Under no circumstance can personally-owned UAS or model aircraft be operated on or over District property or at District-sponsored events.
3. Under no circumstance can District UASs be used for leisure, recreation, or non-educational purposes.
4. UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms and government regulations. These areas include but are not limited to restrooms, locker rooms, changing or dressing rooms, health treatment rooms, the insides of campus daycare facilities, or through windows.
5. UAS shall not be used to monitor or record athletic events and venues where the safety of participants may be compromised, for example above pools, athletic fields, stadiums, etc.
6. UAS shall not be used to monitor or record residential property.
7. UAS 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.

SANCTIONS

1. All student operators must be supervised by a member of District staff or faculty at all times. The supervisor must be a certified Pilot in Command and be an approved District Pilot. (Refer to District Pilot Approval Form, FS#57)
2. Any violations of District policies by an individual will be dealt with in accordance with applicable District policies and procedures, which may include disciplinary actions up to and including termination from the District.
3. Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS in violation of this policy.
4. Fines or damages incurred by individuals that do not comply with this policy will be the responsibility of those individuals involved.
5. Accidents involving UAS must be reported to the District Office of Risk Management immediately who will report the incident to the FAA. Faculty and staff who oversee the use of UAS are responsible for reporting any incident involving UAS operations within 24 hours. (See section under FAA Guidelines: Remote Pilot in Command Certification and Responsibilities.)

FAA GUIDELINES: Operational Limitations

The items listed below are required by the FAA under Small Unmanned Aircraft Rule (part 107):

- Must weigh less than 55 pounds (lbs.) and be less than 4.5 feet (ft) long
- Be flown within visual line of sight (VLOS) at all times
- May not operate over any persons not directly participating in the operation, not under a covered structure, and not inside a covered stationary vehicle.
- May use visual observer (VO) but not required
- At all times, the UAS must remain close enough to the remote pilot in command and VO for those people to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses
- Operate during daylight hours only, or civil twilight (30 minutes before official sunrise to 30 minutes after official sunset, local time) with appropriate anti-collision lighting
- Operations in Class G airspace only
- Maximum altitude of 400 feet (ft) above ground level (AGL)
- Maximum ground speed of 100mph (87 knots)
- Minimum weather visibility of 3 miles from control station
- Must yield right of way to other aircrafts and do not interfere with manned aircraft operations
- Remain clear of surrounding obstacles
- Do not fly within (5) miles of an airport
- No operation from a moving vehicle or aircraft
- No careless or reckless operations

- May not carry hazardous materials
- May carry non-hazardous objects if securely attached and does not adversely affect the flight characteristics or controllability of the aircraft

FAA GUIDELINES: Remote Pilot in Command Certification and Responsibilities

The items listed below are required by the FAA under Small Unmanned Aircraft Rule (part 107):

- Individuals must be established as a remote pilot in command to operate a UAS
- A person operating a small UAS must hold a remote pilot airman certificate with a small UAS rating or be under the direct supervision of a person who does hold a remote pilot certificate (remote pilot in command)
- To qualify for a remote pilot certificate, a person must:
 - Demonstrate aeronautical knowledge by either:
 - Passing an initial aeronautical knowledge test at an FAA-approved knowledge testing center; or
 - Hold a part 61 pilot certificate other than student pilot, complete a flight review within the previous 24 months, and complete a small UAS online training course provided by the FAA
 - Be vetted by the Transportation Security Administration (TSA)
 - Be at least 16 years old
- A remote pilot in command must:
 - Make available to the FAA & the District, upon request, the small UAS for inspection or testing, and any associated documents/records required to be kept under FAA rules
 - Report immediately to the District and to the FAA within 10 days of any operation that results in serious injury, loss of consciousness, or property damage of at least \$500 (See section under Sanctions, item 5)
 - Conduct a preflight inspection, to include specific aircraft and control station systems checks, to ensure the small UAS is in a condition for safe operation
 - Ensure that the small unmanned aircraft complies with the existing registration requirements specified in §91.203(a)(2)
 - No person may act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time
 - A person may not operate a small unmanned aircraft if he/she knows or has reason to know of any physical or mental condition that would interfere with the safe operation of a UAS
- If any special circumstance exists, such as students wanting to be a Pilot in Command, contact District Risk Management for more information.

References:

Code of Federal Regulations, Title 14, Parts 1, 21, 36, 45, 47, 48, 61, 91, & 107

U.S. Code 49 U.S.C Section 44704

Public Law 112-95, FAA Modernization and Reform Act of 2012, Title III, Subtitle B – Unmanned Aircraft Systems