



## University Owned Drone Procedures

### Procedure Description

This program is designed to establish standards for the safe operation of unmanned aircraft systems (UAS) or drone operations on campus and to ensure that Drake University complies with FAA requirements, state law and any other locally applicable laws or regulations regarding UAS.

### Who can operate University Owned Drone

Only those current university employees who can show proof of a current FAA certified Remote Pilot Certificate can fly a drone under commercial use. To obtain this you can visit [FAA Drone Certification](#). Recreational uses on Drake University property is strictly prohibited.

### What Departments need to know

- Contact [durisk@drake.edu](mailto:durisk@drake.edu) before purchase of any UAS or drone
- Must comply with all applicable FAA rules and regulations for the size of the drone being used
- All University owned drones will be registered with FAA through the Risk and Insurance Office
- In order to operate UAS a current university employee with a valid remote pilot certification must be the primary pilot in command during the entire operation
- Departments are responsible for all training, testing and registrations costs associated with the use of the UAS and update Risk and Insurance Office of all current authorized users.
- University drones are covered under University insurance policy for liability only. If a drone is damaged it is the departments responsibility to repair or replace the drone at their own cost.
- Since Drake University is within the 5.75 mile radius of the Des Moines International airport, prior to beginning flight operations, operator must download ALOFT app and request clearance to fly for each flight operation.
- Any operations with an University owned UAS will need to submit a [UAS Flight Approval](#) 3 days before planned departure

### Prohibited Uses

These laws and regulations include, but are not limited to:

- No flying over people, unless pre-approval is granted from Risk and Insurance Office and Environmental Health and Safety
- No flying above 400 feet above ground level
- No flying outside daytime hours, defined as 30 minutes after official sunset, unless pre-approval is granted from Risk and Insurance Office and Environmental Health and Safety
- No flying beyond the operator's ability to see the aircraft without prior approval
- No flying under the influence of alcohol or drugs
- No flying in a manner that interferes with air traffic
- No flying close to another aircraft as to create a collision hazard
- No monitoring, recording or photographing spaces where an individual has reasonable expectation of privacy including but not limited to, residence halls & rooms, restrooms or locker rooms, inside campus buildings, health treatment rooms, or on an individual's workspace, on computer or other electronic devices.