

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	CS 010
Procedure Title:	Drone (Remote Pilot aircraft) Flight on College Property

1. PURPOSE

- 1.1 This procedure defines the requirements for authorized flight of a small-unmanned aircraft system (sUAS), drone, remote pilot aircraft in compliance with the Federal Aviation Administration (FAA) and all applicable federal, state and local laws in any association with Northwest Vista College.

2. DEFINITIONS

- 2.1 Federal Aviation Administration (FAA): component of the United States Department of Transportation overseeing the safety of civil administration

3. REQUIREMENTS

- 3.1 The operation of sUAS, remote pilot aircraft or drones (“Drones”) on the Northwest Vista College campus, on college-controlled property, or at College-affiliated events held elsewhere must be approved by the Vice President for College Services (VPCS) or designee and communicated to the Alamo Colleges District Police Department and Northwest Vista College Risk Management.

3.1.1 Complete and submit the attached flight request form a minimum of 7 business days prior to flight request date. Request will be reviewed and approved/denied by the VPCS, or designee, and returned to the requestor.

- 3.2 FAA Regulations, state, federal and College procedures must be adhered to by employees, students, community members and vendors

1 The [FAA website](http://faa.gov) will provide the most up to date FAA Drone operating regulations. (faa.gov)

- 3.2.2 All employees, students and community members flying in partnership or on behalf of Northwest Vista College must comply with 14 CFR Part 107, including its pilot certificate and Drone registration requirements, or model aircraft exceptions to certificate requirements.

3.2.2.a Model aircraft exceptions per FAA:

- Operators of Drones at educational institutions will be considered hobbyists if they are NOT compensated directly or indirectly for operating the aircraft. Faculty members are generally considered compensated and therefore requiring certification, except for the example below.
- Uncertificated faculty teaching aviation-related courses at accredited institutions may assist students operating model aircraft for the course if the student maintains operational control of the aircraft.
- Students conducting model aircraft operations to further their education at accredited educational institutions, such as using a Drone as part of the curricula for a principles of flight or television and film production course, will be classified as hobbyists.

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3.2.2.b All Drones operated by hobbyists or for commercial or educational purposes and weighing more than 0.55 pounds, including payloads such as on-board cameras, must be registered with the FAA.

4. REQUIREMENTS FOR APPROVED OPERATION

- 4.1 Drones may not be operated in any way that would create a public safety hazard, an un-due hazard to property or privacy, or in such a way that unduly affects the environment of those working or living within a building, to those entering or exiting a building, those moving about the property or those responding to an emergency.
- 4.2 Drones must be under the control of the operator at all times, remain within the line of sight of the operator, and flown only during daylight hours and optimal weather conditions. Operators may operate only one Drone at a time.
- 4.3 Drones must not be flown or operated under the influence of any controlled substance, drugs or alcohol.
- 4.4 Drones may not be operated under the control of a contractor or another third party unless the College Services Office is first contacted and provides approval to ensure compliance with College contract, insurance, and other College procedures & policies.
- 4.5 Drone use in support of teaching requires that the Faculty, Staff, or student-pilot first obtain approval from the Dean of Academic Success prior to subsequent approval of Vice President for College Services, or designee.
- 4.6 Drones may not be operated above public open-air events (over crowds or sporting events), inside public venues, or above thoroughfares. Drones operated for commercial purposes may not be operated over any persons not directly participating in the operation, under a covered structure, or inside a covered stationary vehicle.
- 4.7 Per FAA regulations, Drones should not exceed 55 pounds, may not exceed a flying height of 400 feet or be operated within a certain radius of any airport designated by the FAA without prior notice to the airport operator and air traffic controller by the owner. In San Antonio, Drones may not be operated within a 5-mile radius of the San Antonio International Airport or any United States Air Force base without approval of the Airport Operator and the Air Traffic Controller.
- 4.8 The potential for injury to persons or property should be considered based upon the size, weight, and flying altitude of the Drone, and the purpose for its use.
- 4.9 The privacy rights of others must be given priority.

5. PENALTIES

- 5.1 Failure to register an aircraft may result in regulatory and criminal sanctions. The FAA may assess civil penalties up to \$27,500. Criminal penalties include fines of up to \$250,000 and/or imprisonment for up to three years.

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- 5.2 Northwest Vista College retains the right to enforce additional penalties aligned with Alamo Community College District (ACCD) Board of Trustees policies & procedures.
- 5.3 Northwest Vista College retains the right to disallow drone usage and college-affiliated flights for failure to comply with FAA, State, Alamo College District and Northwest Vista College regulations, policies or procedures.

Contact for Interpretation: *Director, Information and Communication Technologies*

Relevant Board Policy:	C.2.7 Equipment/Property Management
Relevant SACSCOC Documents:	
Originating Unit:	College Services Information and Communication Technologies
Maintenance Unit:	College Services Information and Communication Technologies
Implementation Date:	August 24, 2021
Revision Date:	