

Drone Policy

(Adopted 8/11/22)

This applies to:

- Neosho County Community College (NCCC) employees and students operating Unmanned Aircraft Systems (UAS) under [FAA Part 107 regulations](#) in any location as part of their NCCC employment or as part of NCCC activities;
- The operation by any person of UAS on or above NCCC property;
- The purchase of UAS with funding through the NCCC, including NCCC accounts, grants, or NCCC Foundation accounts, and;
- The hiring for or contracting for any UAS services by an NCCC Department.

The operation of unmanned aircraft systems, which for the purposes of this policy, includes drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law. This document is intended to establish procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security, and privacy. Recreational use of UAS on campus is discouraged on or above NCCC property, and applications for the same will normally be denied.

The Neosho County Community College must comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems. Also, inherent risks in the operation of such equipment require additional insurance provisions and policy considerations.

Procedure

- 1) Anyone flying UAS on or above NCCC property are personally responsible for complying with FAA regulations Part 107, state and federal laws, and NCCC policies.
- 2) Any NCCC employee or student wishing to operate an unmanned aircraft system (UAS) as part of their NCCC employment or as part of a NCCC program must first:
 - Provide a [Certificate of Aircraft Registration](#) for the UAS
 - Provide a [Part 61 Pilot Certificate](#) for the operator and any pertinent Remote Pilot Certificates
 - Operate under the 2016 revision of [FAA rules](#)
 - Obtain a [Part 107 Waiver](#) issued by the FAA if operating outside the Part 107 regulation
 - Contact the Vice President for Operations for coordination and approval (see #3 and #4 below).
- 3) Operations is the coordinating NCCC department responsible for the following:
 - Registration of NCCC-owned UAS
 - Review of UAS use on NCCC property
- 4) Any NCCC employee, student, or unit purchasing a UAS (or the parts to assemble a UAS), or UAS services with NCCC funds or funds being disbursed through an NCCC account, or grant funds, must provide the Vice President for Operations with the Certificate of Aircraft Registration, and Operators Certificates for any NCCC operators.

- 5) Any third party wishing to use a UAS over NCCC property must first receive approval through Vice President for Operations office, which includes providing proof of FAA approval. In addition, operation of a UAS by a third party over NCCC property must be under a contract which holds the NCCC harmless from any resulting claims for personal injury or property damages by any individual or company including NCCC and provides insurance as required by NCCC.
- 6) It is the responsibility of the UAS operator(s) to know and follow all applicable rules and laws as may pertain to the use of UAS on NCCC property
- 7) Items 2, 4, and 5 above require advanced written application to and approval through the Vice President for Operations office using the form designated for that purpose, including agreement to pay damages and indemnify and hold NCCC harmless.
- 8) Use of UAS must comply with any other applicable NCCC policies. Use of UAS for video or electronic surveillance must comply with state and local laws. All uses of UAS must comply with the following Appropriate and Prohibited Uses.

Appropriate and Prohibited Uses

- UAS may be used in the furtherance of NCCC research, academic pursuits, and commercial endeavors that benefit the NCCC mission.
- UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, health treatment rooms, and private residential properties. (See [K.S.A. 60-31a02](#))
- UAS shall not be used to monitor or record residential hallways, residential lounges, or inside of any campus facility.
- UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on computer or other electronic displays in an individual workspace.

Definitions

Neosho County Community College Property – all buildings, grounds, and land that is owned by the NCCC or controlled by the NCCC via leases or other formal contractual arrangements.

Small Unmanned Aircraft Systems (UAS) – For the purposes of this policy, UAS must weigh less than 55 lbs. including payload. 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. Model aircraft are not considered by the FAA as UAS and have different regulations.

Sanctions

Any violations of NCCC policies by an individual will be dealt with in accordance with applicable NCCC policies and procedures, which may include disciplinary and academic actions up to and including termination or separation from NCCC.

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.

Contractors or vendors who violate NCCC policies may lose the privilege to operate on NCCC property.

Fines or damages incurred by individual or units that do not comply with this policy will not be paid by NCCC and will be the responsibility of those persons involved.