

Procedure:	Drone Procedure	Procedure No.:	SS8002.1
Authority:	College President	Associated Policy Reference No.:	SS8002
Procedure Owner:	<i>VP Student Affairs & CDO</i>	Responsible Party:	<i>Office of Public Safety</i>
Approved:	November 17, 2020		
Revised:	(DATE)		

Purpose

SUNY Broome Community College reserves the right to manage use of its airspace and to establish the guidelines for the operation of Unmanned Aerial System (UAS or drones) for members of the College community. This procedure is not applicable to Local, State or Federal agencies.

Statement of the Procedure

The operation of drones is regulated by the Federal Aviation Administration (FAA). The use of drones for recreational purposes is prohibited on property owned, controlled, and/or maintained by SUNY Broome. In the event that a drone is necessary to fulfill an academic, research, public or commercial purpose that would promote or enhance the mission of SUNY Broome then the interested party must submit a request for review and approval to Public Safety. Compliance with all applicable laws and regulations associated with using drones and to preserve the security and privacy of the general public and the SUNY Broome community is required. Any individual or group that violates this policy may be subject to disciplinary action in accordance with the procedures for discipline at SUNY Broome. When using the UAS or drone, any individual or group that violates an applicable Local, State, and/or Federal law (i.e. trespassing, unlawful surveillance, reckless endangerment, etc.) may be subject to arrest.

Related Policies

SS8002 Drone Policy

To whom it applies

This procedure applies to any/all persons requesting or approved to operate drones within the airspace managed, owned, and/or maintained by SUNY Broome.

General Guidelines

Drone Use Procedures

The following requirements must be fully complied with at all times:

- Compliance with all Federal Aviation Administration (FAA) rules and regulations;
- Operators must be over the age of sixteen;
- Operator must be in a physical and mental condition that allows one to safely operate a drone;

- Drones must be under fifty-five (55) pounds;
- Drones cannot be operated at any time other than during daylight hours
- Drones must be operated in a manner that does not interfere with operations and traffic patterns at airports.
- Drones must be kept in the line of sight of the operator at all times;
- Drones cannot fly above 400 feet above ground level;
- Drones must remain at speeds reasonable and prudent;
- Drones must yield the right of way to any and all manned aircraft;
- Drones must not be flown over people;
- Drones must not take off from a moving vehicle;
- Drone operators must comply with the FAA's airspace restrictions, including complying with Temporary Flight Restrictions (TFRs) and restrictions of airspace;
- The use of alcohol and/or illegal drugs is prohibited while operating a drone;
- Drones may not carry any hazardous material;
- Drone operators should take all measures necessary to ensure that the privacy of individuals is not violated;
- The drone operator must conduct a preflight safety inspection, including, but not limited to assessing the local weather conditions and appropriately operating the drone under such weather conditions;
- Drones will not operate in areas undergoing emergency response operations as this could interfere with first responders and subject the operator to penalties under federal, state, and/or local laws;
- In the event of an accident, the drone operator must immediately notify the Chief of Public Safety or their designee.

Request for Drone Use

Any person who intends to operate a drone within the SUNY Broome airspace to fulfill an academic, research, public or commercial purpose that would promote or enhance the mission of SUNY Broome, must submit a request in writing to the Chief of Public Safety. The request must provide the following information:

- Identification of the drone (manufacture, model number, registration number; weight, dimensions, serial number, and power source);
- Name and contact information for the drone operator(s);
- A copy of all drone operator certifications as required;
- Proposed location of the operator during the flight;
- Purpose of the flight;
- Scheduled time of the flight;
- Duration of the flight;
- Geographic range of the flight;
- Whether photographs or video will be taken.

The Chief or their designee will determine whether to grant permission to use a drone. Permission to operate the drone will be subject to Federal and State regulations, together with the limitations set forth in this Procedure.

Definitions

Drones or Unmanned Aircraft Systems (UAS) - 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 necessary to operate the unmanned aircraft. Unmanned aircraft include quadcopters, multirotors, helicopters, drones, and fixed-wing models if these aircraft are used for any purpose other than recreation. FAA regulations apply to UAS regardless of size or weight, however, unmanned aircraft weighing less than 250 grams are not required to be registered with the FAA. Model aircraft and rockets, balloons, kites, and gliders that are not “capable of sustained flight in the air” are not regulated as unmanned aircraft, however, other FAA regulations may apply (e.g. FAR Part 107).

Airspace is defined as the atmosphere and everything within it that is above College real property extending upward from the ground.

¹Operating Hours – the drone use during twilight hours is prohibited. SUNY Broome prohibits the use of drones 30 minutes before the official sunrise and 30 before the official sunset.

References

Active TRFs can be found here: <http://tfr.faa.gov/tfr2/list.html>

FAA Drone (UAS) Information <https://www.faa.gov/uas/>

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	08/5/2020	MF	<i>Office of Public Safety</i>
Approved EC	11/17/2020	DL	Asst to the President