



Drone UAS UAV Policy

NAME:	Drone UAS UAV Policy
ISSUING DEPARTMENT:	University Police Services & Department of Public Safety
ISSUED DATE:	November 19, 2019
REVIEWED DATE:	TBD
APPROVING AUTHORITY:	Cabinet
DATE REVISED:	November 19, 2019

PURPOSE

To define requirements for the use of Unmanned Aerial Systems (UASs), Unmanned Aerial Vehicles (UAVs), or Drones for University purposes and on Mansfield University of Pennsylvania (University) property. Ensure UAS operations support scholarly and public safety activities without compromising community privacy and safety. Within this policy, the term “UAS” shall mean drones, unmanned aircraft vehicles and/or systems.

Definition of Policy:

UASs may be operated on University property for academic, research, public safety activities or other university business in accordance with federal, state, local laws and regulations, and University policies. UASs weighing more than 0.55 lbs must be registered with the FAA. Failure to register an aircraft may result in regulatory and criminal sanctions. Operation of UAS on University property must be approved by the Department of Environmental Health and Safety (DEHS). The use of any drone or drone systems for hobby or recreational use on Mansfield University property is strictly prohibited. Unauthorized use of University owned UASs for any purpose other than the permitted purposes is also strictly prohibited.

SCOPE

This policy governs the operation and use of UASs, UAVs, and Drones (including small and model aircraft) on University property and for University purposes regardless of use location. The policy applies to all members of the University community including faculty, staff, students, and administrators as well as visitors to and/or contractors working at the University campus.

Flights over property owned, managed, or leased by Mansfield University must maintain an isolation distance of 200 feet from private residences and occupied student residence halls, and 50 feet from academic and administrative buildings.

Background and Definitions:

The Federal Aviation Administration (FAA) has jurisdiction over all navigable airspace in the United States. The FAA’s primary mission is to ensure the safe and efficient oversight and management of the National Airspace System (NAS). All aircraft, whether manned or unmanned, are subject to FAA rules and regulations. Any operation of aircraft that endangers public safety, either on the ground or in the air, is prohibited by the FAA.

Unmanned Aerial Systems (UASs)/Unmanned Aerial Vehicles (UAVs)/Drones - Any remotely operated or controlled model aircraft intended to fly within the NAS operated without the possibility of direct human intervention from within or on the aircraft. Includes devices commonly referred to as “drones,” and may also include communications, support, and navigational equipment. All UASs weighing more than 0.55 lbs must be registered with the FAA and labeled clearly before flight.

University property - Any land, grounds, buildings, or facilities owned, leased, managed, or controlled by the University per formal contract or legal agreements. Also included are University owned streets, sidewalks, and paths.

RESPONSIBILITY

A. The DEHS will:

- I. Publish University protocols specifically related to scheduling flights and acquiring authorization to operate UAS according to federal, state, and local laws and regulations on its website.
- II. Evaluate requests for operation of UAS on University property in accordance with any public safety related concerns and consult with any and all associated personnel/departments deemed appropriate for specific flight requests and de-conflict special event operations.
- III. Record flight notifications and all relevant flight information in the DEHS records management system.
- IV. Investigate reports of UAS-involved property damage, personal injury, privacy concerns or other matters with proper notification and/or deferral to outside agencies, as appropriate.
- V. Make referrals of violations of this policy and applicable federal, state, and local laws and regulations, as appropriate.
- VI. Make notification of UAS flights to Facilities Management or other public safety agencies or entities of UAS flights, as appropriate.
- VII. Provide statements or letters of University self-insurance, as appropriate, for operation of UAS at off-campus venues.
- VIII. Update the policy, when necessary, by making recommendations to cabinet.

B. UAS Operators will:

- I. Comply with federal, state, and local laws and regulations for operation of a UAS.
- II. Comply with University policy and flight protocols before operation on University property.
- III. Present FAA certification or an FAA waiver of certification to DEHS when making flight requests.
- IV. Be responsible for all pre-flight safety checks, maintenance, and upkeep of aircraft.
- V. Not use a UAS to monitor or record activities where there is a reasonable expectation of privacy. This includes but is not limited to: restrooms, locker rooms, residence halls, events involving minors, child care facilities and health/medical facilities.
- VI. Not use a UAS to observe or record campus events or performances (without authorization), or for any unlawful purpose.
- VII. Not fly over people (Note: this severely limits UAS flights on University property).
- VIII. Not fly above 400 ft.

- IX. Not fly outside daytime hours, defined as 30 minutes before official sunrise to 30 minutes after official sunset, unless a waiver is obtained from the FAA and presented to DEHS when requesting a flight during night time hours.
- X. Not fly in an unsafe manner.

- XI. Not fly beyond the operator's ability to see the UAS.
- XII. Not fly while under the influence of alcohol or drugs.
- XIII. Not fly in a manner that interferes with air traffic.
- XIV. Not fly close to another UAS or other objects so as to create a collision hazard.

C. Failure to Register:

- I. Civil and criminal penalties may apply for failure to register a UAS with the FAA. Those penalties are on a sliding scale based on the circumstances of the situation and may include a formal warning to monetary fines and/or prosecution. There are no exclusions or special situations that would enable an individual or entity to claim that this policy does not apply. Any use of a UAS that is not permitted under this policy is prohibited, and all permitted uses are subject to the policy.

D. Enforcement:

- I. The Mansfield University Police Services & Safety and DEHS is responsible for enforcing the policy. The Vice President of Administration and Finance is the responsible officer. The Vice President of Administration and Finance has the authority to grant exceptions to this policy, as appropriate.

The Mansfield University Police Services & Safety and DEHS maintain the authority to "ground" or suspend operations of any UAS that is not compliant with FAA regulations, this policy, or presents a danger to University property or to the University community. This policy will be updated as necessary to ensure consistency with any amendments to applicable law, including regulatory changes; and, the University may ground or suspend authorization of any operations or activities permitted under this policy while policy revisions are under consideration.

PROCEDURE

Requests for UAS operations on University property must be submitted to the DEHS at least five (5) business days prior to the date of anticipated flight by completing the UAS Operation Request Form and present FAA certification or an FAA waiver of certification to DEHS. Departments that are frequent users of UAS may acquire a standing authorization to fly from the DEHS; however, the DEHS must still de-conflict requests for flight operations with any other known event(s) or other issues and notification must still be made to DEHS within one hour of flight time.

University departments or employees wishing to fly a UAS for University-related purposes off University property must have and present appropriate permits and property owner permission for the location of the flight. They must also comply with any federal, state, and local laws and regulations of the jurisdiction where the UAS flight is conducted.

Users of UAS may be asked to stop the UAS flight or leave University property if they do not comply with this policy or are otherwise engaging in conduct that is considered harmful or dangerous to the University or persons on University property.

Indoor use of UAS in campus buildings is limited to locations and times where the use will not interfere with use of the facility. Operators may be held responsible for interfering with academics or other authorized activities if the UAS is flown indoors in an unsafe manner or in violation of this policy.

Any individual or organization found to be operating an UAS on University property or at a University-sponsored event in violation of approved status or any federal, state, or local laws or regulations, or in violation of applicable University policies, may be directed by an authorized University official to immediately cease operation of the UAS. Violations may be referred to a University disciplinary process (student conduct or employee) and may be considered regarding future UAS authorization requests.

DISTRIBUTION

Mansfield University Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices.

Mansfield University Police and Safety
65 Clinton Street
Mansfield, PA 16933
570-662-4900
police@mansfield.edu

Related Website:

<http://www.faa.gov/uas/> Additional information regarding the FAA's UAS program and links to the federal laws and regulations: