



Unmanned Aviation System (UAS) Guidelines

The intent of this document is to provide guidelines to those considering using a UAS, also known as drone, on or near College premises or at College-sponsored events. This includes UAS operation as part of organized activities of the College, as well as private, recreational or commercial use by students, faculty, staff or third parties. This document is not intended to be all-encompassing or an authority on the legal use of a UAS. The information and resources are offered as a guide toward safe and responsible UAS operation, realizing that both federal and state laws are in flux. Users of a UAS should be aware that it is illegal to use such equipment contrary to current laws, and violators may be subject to significant fines, penalties, personal liability and disciplinary action by the College.

What You Should Know

- UASs/Drones are regulated by the Federal Aviation Administration (FAA), regardless of weight or size. The FAA is responsible for the regulation and oversight of civil aviation within the U.S.
- Small UASs are those considered less than 55 lbs. UASs in excess of 55 lbs. are subject to additional certifications and approvals and are not allowed.
- A drone weighing over 0.55 lbs must be [registered](#).
- A person operating a small UAS on College property, or away from the premises but on behalf of the College, must either hold a remote pilot airman certificate with a small UAS rating or be under the direct supervision of a person who does hold a remote pilot certificate ([remote pilot in command](#)).
- College-owned UASs must be registered with Central Office Human Resources (Risk Management) in order for property and liability insurance to apply. Please report the following: type, make/serial #, size, usage description, and evidence of registration to risk@ivytech.edu.
- Any individual or group seeking to operate on College property or at College-sponsored events, or anywhere on behalf of Ivy Tech, is responsible for obtaining approval by completing a *Request for Approval* at least ten (10) business days prior to the planned operation.
- Know the Rule – requirements of aircraft, pilot and operation are outlined in [Part 107 \(Small UAS Rule\)](#)
- If the campus is situated within 5 miles of an FAA regulated airport; the campus, control tower and the airport operator must agree to a flight plan. One must also be mindful of heliports operating in the area and develop a communication system that addresses potential encounters with incoming and departing aircraft.
- Review the FAA's [UAS page](#) for further details.

Guiding Principles for the Use of UAS on College Property

- Compliance with College guidelines and policy
- Compliance with FAA regulations and other federal, state, and local laws (current and future)
- Alignment with the missions and strategic plan of College
- Responsible and respectful operation with a commitment to protection of property, privacy*, and safety
- Communication with key parties internal and external to the College (including notification of adjacent landowners prior to flight)
- Adherence to the incident reporting requirements of the FAA and to the College

**In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private, and the unauthorized interception or recordings of images, electronic communications, and electronic data. Any data inadvertently obtained on non-consenting individuals or their property must be minimized or eliminated.*

Insurance Requirements for Third Party Operators

The College reserves the right to change these requirements based on its determination of risk.

- 1) Commercial Operators
 - a) Aircraft Liability
 - i) Owned aircraft liability: \$2 million
 - ii) Non-Owned aircraft liability: \$2 million
 - b) Other required coverages, provisions and certificate holder: see *Minimum Insurance Requirements for Contracts*
- 2) Hobbyists
 - a) Aircraft Liability
 - i) Unless you can provide a certificate of insurance from your **general liability insurance company** (usually your homeowners insurance carrier) stating their policy applies to liabilities, in the amounts stated below, arising from the use of model/hobby aircraft, you must provide the following:
 - (1) Owned aircraft liability: \$500,000; and
 - (2) Non-Owned aircraft liability: \$500,000; or
 - (3) Proof of coverage for at least \$500,000 through the Academy of Model Aeronautics.
 - ii) You must obtain a certificate of insurance from your agent showing these coverages. Ivy Tech Community College of Indiana must be shown as the certificate holder and named an Additional Insured

Indiana State Laws and Acts

- Indiana's law (IC 35-46-8.5-1) includes a provision that potentially criminalizes drone usage if the pilot takes video or pictures of another person or property without their consent.
- House Enrolled Act 1009 — requires police agencies obtain a search warrant before using a drone, with some exceptions. Requiring that police have a search warrant before using a drone unless it involves “exigent circumstances” that would threaten life or public safety.



Unmanned Aviation System (UAS) Request for Approval

Any individual or group seeking to operate on College property or at College-sponsored events, or anywhere on behalf of Ivy Tech, is responsible for obtaining approval. Prior to submission of this form, the requestor must review the College's *UAS Guidelines*. Any omission of information requested in this form may result in a delay of processing.

SECTION 1 – REQUESTOR INFORMATION

Applicant Name: First _____ Last _____

Affiliation: College Non-College / Third Party

Department/Sponsor or Organization: _____

Campus Where Operating: _____

C# (if applicable): _____ Phone: _____ Email: _____

Mailing Address: _____

SECTION 2 – PURPOSE OF OPERATION

Provide full details of flight purpose (education, research, promotional, etc.), including identity of UAS operator(s) and/or flight team. Depending on your intended use and activities associated with the use of your UAS, there may be other College approvals required before you can operate your UAS on College property or at College events. For example, any videography, photography or recording must first be approved through the Office of Communications and Marketing.

Specific Location of Activity: _____

Date(s) of UAS Activity: _____ Start Time: _____ End Time: _____

