



Policy Title:	Drones
Policy Number:	UNIV-401
Revision Date:	August 2017
Policies Superseded:	None
Policy Management Area(s):	Department of Public Safety

SUMMARY:

This policy outlines the request process for using a small unmanned aircraft system, or drone on campus. Students are expressly prohibited from possessing and/or operating drones on campus unless the drone is being used within the classroom setting or is used within the scope of employment at Coastal Carolina University. Classroom operation will still require proper licensure, flight plan approval, and insurance requirements.

POLICY:

I. INTERNAL DRONE USERS

- A. Pursuant to Part 107 of Title 14 of the Code of Federal Regulations, small unmanned aircraft systems, or drones are now allowed on campus subject to the conditions stated below, as well as the laws of the State of South Carolina, the FAA, and other Federal laws, rules, and regulations.
- B. Before an employee of Coastal Carolina University may operate a drone, a drone user must complete a Drone Operator Request Form. The following departments will be involved in reviewing the drone operator's request to use a drone on campus:
 - i. Coastal Carolina University Department of Public Safety – responsible for reviewing a drone user’s registration, proposed flight plan, certification to fly the UAS pursuant to Part 107, and the drone user's certificate of insurance. A completed Drone Operator Request Form, and necessary registration, flight plan, and proof of certification to fly must be submitted no later than 30 days before the proposed day of flight.
 - ii. Office of Risk Management – responsible for ensure that the certificate of insurance the drone user has submitted is sufficient coverage for the

activity.

- iii. University Marketing and Communication – responsible for reviewing the proposed flight plan and any footage and proposed purposes for the use of such footage. University Marketing and Communication retains the right to review footage before it is published. Additionally, University Marketing and Communication retains the right to grant or deny any footage from being published.
 - iv. Office of Scheduling & Events – responsible for ensuring the areas designated in the proposed flight plan are available.
- C. Coastal Carolina University reserves the right to refuse drones on any basis, including but not limited to; lack of registration with the FAA, lack of clear display of the aircraft’s registration number on the system, lack of sufficient insurance coverage, inclement weather, and pedestrian traffic/increase in population on campus, as well as refusal of the time, place and/or manner of the submitted flight plan.
- D. Drone users assume sole responsibility for complying with all rules and regulations of the FAA, other state and federal laws, rules and regulations, and policies of Coastal Carolina University.
- E. Users who wish to operate drones off campus assume sole responsibility for complying with all laws of the jurisdiction where the drone is being operated, as well as the FAA, state and federal laws, rules and regulations, and policies of Coastal Carolina University

II. EXTERNAL DRONE USERS

- A. Pursuant to Part 107 of Title 14 of the Code of Federal Regulations, small unmanned aircraft systems, or drones are now allowed on campus subject to the conditions state below, as well as the laws of the State of South Carolina, the FAA, and other Federal laws, rules, and regulations, as well as policies of Coastal Carolina University.
- B. In order for an external user to request for use of a drone on campus, a drone usage request form must be completed and submitted to Coastal Carolina University’s Department of Public Safety. The Department of Public Safety will require the drone operator to provide registration of the drone, proof of certification to fly the drone, and the drone user’s proposed flight plan. Additionally, the drone user must submit a certificate of insurance, naming Coastal Carolina University as an additional insured. The Department of Public Safety will coordinate with the Office of Risk Management, University Marketing

and Communication, and Scheduling and Event Services in reviewing the request to determine whether an approval may be granted.

- C. The drone user may be subject to pay for the use of facilities while operating the drone.
- D. University Marketing and Communication maintains the right to grant or deny the publication of any footage captured while using a drone.
- E. Coastal Carolina University reserves the right to refuse drones on any basis, including but not limited to; lack of registration with the FAA, lack of clear display of the aircraft's registration number on the system, lack of sufficient insurance coverage, inclement weather, and pedestrian traffic/increase in population on campus, as well as refusal of the time, place, and/or manner of the submitted flight plan.
- F. Drone users assume sole responsibility for complying with all rules and regulations of the FAA as well as other state and federal laws, rules, regulations, as well as policies of Coastal Carolina University.