



Policy Title: Unmanned Aircraft Systems (UAS)

Policy Number:

Date Issued: October 22, 2018

**Responsible Executive: Associate Vice President
for the Department of Public Safety**

Date Last Revised: October 22, 2018

Responsible Office: Department of Public Safety

Unmanned Aircraft Systems Policy

Policy Statement

The operation of unmanned aircraft systems, including drones and model aircraft, is regulated by the Federal Aviation Administration (FAA) and relevant state law. Baylor University (“Baylor” or the “University”) will establish procedures required to help in compliance with those legal obligations and to reduce the risks to students, visitors, faculty, staff, and physical property. The operator of the unmanned aircraft system is ultimately responsible for compliance with all applicable federal, state, and local laws, regulations, and ordinances, as well as any fines and injuries that might result from such operation even if the operator is complying with Baylor procedures.

Reason for the Policy

Baylor and those persons on its campus must comply with FAA requirements, state law, federal law, and any other locally applicable laws or regulations regarding unmanned aircraft systems. Inherent risks in the operation of such equipment require additional insurance provisions and policy considerations.

Individuals/Entities Affected by this Policy

This policy applies to:

Baylor students, faculty, and staff operating unmanned aircraft systems in any location as part of their University employment, or as part of University activities;

The operation by any person of an unmanned aircraft system or model aircraft on or above Baylor property;

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The purchase of unmanned aircraft systems with funding through Baylor, including University accounts, grants, or foundation accounts, and;

The hiring for or contracting by a Baylor unit for any unmanned aircraft system to be used for services owned by Baylor as well as used on Baylor property.

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

Baylor University's Technology Systems Usage Policy:
<https://www.baylor.edu/content/services/document.php?id=39239>

Definitions

These definitions apply to terms as they are used in this policy.

Baylor University Property	Buildings, grounds, and land that are owned by Baylor University or controlled by Baylor University via leases or other formal contractual arrangements to house ongoing Baylor University operations.
Pilot Certification	Requirement for operating the controls of a small UAS (defined below) under 14 CFR Part 107, which is a remote pilot airman certificate with a small UAS rating, or be under the direct supervision of a person who holds such a certificate
Unmanned Aircraft Systems (UAS)	<p>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 quad-copter, quad-rotor, etc. FAA regulation applies to UAS regardless of size or weight. Model aircraft are not considered by the FAA as UAS and have different regulations.</p> <p>Further, a UAS is commonly operated remotely and often carries audio and video recording equipment. According to the Federal Aviation Act, the federal government alone has control over</p>

	“navigable airspace.” Navigable airspace is the airspace above the minimum altitudes of flight including airspace needed for takeoff and landing. That is generally 500 feet or 1000 feet. States retain the ability to control airspace below navigable airspace.
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Contacts

Subject	Contact	Telephone	Office email/web site
Policy	Associate Vice President, Public Safety and Security	254-710-4619	www.baylor.edu/dps/index.php?id=866871
	Insurance Program Manager	254-710-4586	https://www.baylor.edu/cr/index.php?id=871822
	Office of General Counsel	254-710-3821	http://www.baylor.edu/ogc/index.php

Responsibilities

Associate Vice President, Public Safety and Security	The staff member who manages and leads the BUDPS
Insurance Program Manager	The staff member who manages and leads the Insurance Program
Office of General Counsel	Manages and supervises all legal affairs for the University

Principles

Operational Guidelines

All members of the Baylor community that are directly or indirectly involved in the operation of an UAS are personally responsible for complying with FAA regulations, state and federal laws, as well as University policies.

Any University student, faculty, or staff wishing to operate an unmanned aircraft system (UAS) as part of their University employment or as part of a University program, must first obtain a pilot certification unless express permission is given by the Baylor University Office of Compliance and Risk Services to operate a UAS pursuant to Federal Aviation Administration Memorandum dated May 4, 2016, relating to the Educational Use of Unmanned Aircraft Systems

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(UAS). 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, and health treatment rooms.

UAS shall not be used to monitor or record residential hallways, residential lounges, or the insides of campus daycare facilities.

UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic displays.

The operation of any UAS over exterior lands not owned and operated by Baylor shall fall under local, state and/or federal regulations for usage.

The operation of any UAS equipment on and/or over lands owned and operated by Baylor shall follow all local, state, and federal laws and regulations and requires a prior filing of an operations plan with the Office of Compliance and Risk Services and the Department of Public Safety. **The Insurance Program Manager, the Associate Vice President for the Public Safety and Security, and the Office of General Counsel will jointly review the request/plan and make a recommendation for approval or disapproval.**

Procedures

The Baylor University Office of Compliance and Risk Services will process all applications for UAS operations on a case-by-case basis.

1. Any University student, faculty, staff, or unit purchasing a UAS (or the parts to assemble a UAS), or UAS services with University funds or funds being disbursed through a University account, or grant funds, must contact the Office of Compliance and Risk Services in order to assess the University's compliance and insurance requirements.
2. Any third party or hobbyist wishing to use a UAS or model aircraft over University property must first receive approval through the Office of Compliance and Risk Services and the Department of Public Safety, and must be sponsored by a Baylor employee who certifies that the use is in accordance with the University's mission. Third parties planning to use UAS must also provide proof of Pilot Certification, and all must show proof of FAA registration of the UAS to be used over University property. In addition, operation of a UAS by a third party or hobbyist over University property must be under a contract which holds the University harmless from any resulting

claims, or harm to individuals and damage to University or other property, and provides insurance as required by the Office of Compliance and Risk Services. The operation by the third party or hobbyist must be personally overseen by a Baylor employee at all times.

3. The FAA has made "Special Security Instructions," that restrict flight over stadiums during events. The "stadium TFR" prohibits all aircraft and parachute operations at or below 3,000 Above Ground Level (AGL) within a 3 nautical miles radius of any stadium with a seating capacity of 30,000 or more people when there is a **NCAA Division I football game** occurring. This TFR applies to the entire U.S. domestic national airspace system, and takes effect from one hour before the scheduled event time until one hour after the event concludes. The operator must check for any updates or changes to this regulation.
4. Use of UAS must comply with any other applicable University policies. Further, use of UAS for video or electronic surveillance must comply with Baylor's Video Surveillance Policy and Technology Usage Policy.

Operations plans shall include:

- A description of the equipment (UAS) to be used
- Date and approximate time of launch and subsequent landing of UAS
- Location(s) to be used
- Purpose(s) of the operation
- The identity and contact information of pilot(s) or other remote operator(s)
- All forms of data to be collected
- Current status and copies of any required licenses, certification, and/or permissions
- Certificate of Insurance acceptable to the Insurance Program Manager
- Provisions for security of the equipment, both during and outside of operation, and of any sensitive data collected

For a recommended approval of an operating request/plan by the Office of Compliance and Risk Services, the Department of Public Safety, and the Office of General Counsel, the requestor must adhere to the following:

- Request/plan must be submitted at least five business days prior to flight operations on campus,
- The request/plan must include all required information in its content,
- The envisioned operation must comply with applicable local, state and federal laws/regulations as well as other University policies,
- The operation details specified above shall be communicated to the Department of Public Safety (Baylor University Police Department Dispatch

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- 254-710-2222) prior to launch and subsequent to landing; and,
- The operation must be deemed by Baylor to be in the best interest of the public as well as the University.

The Insurance Program Manager and the Associate Vice President for Public Safety and Security will notify operators of approval or disapproval prior to conducting flight operations on campus. If approved, the notification must be issued by the above listed Baylor entities and received by the requestor prior to bringing the UAS onto campus.

Sanctions

Any violations of University policy procedures by an individual and/or unit not in compliance with the above procedures and the applicable laws will be dealt with in accordance with applicable University policies and procedures, which may include disciplinary actions up to and including termination or expulsion from the University.

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.

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

The University holds the right to immediately terminate UAS flight operations in event that operations are not strictly adhered to in accordance with policy or are otherwise deemed unsafe.