



ROLLINS COLLEGE POLICY

Operation of Unmanned Aircraft Systems (Drones) at Rollins College	Type	Key Institutional
No: KI 1024	Approval Date: 6-30-2020	
Responsible Office: Human Resources & Risk Management	Reviewed By: College Policy Committee, 6-9-2020; President's Cabinet, 6-30-2020. Approved By: President, 6-30-2020	
Next Review: 2025-2026	Revision No:	

I. Purpose/Introduction/Rationale

This policy exists to ensure safe and proper operation of Unmanned Aircraft Systems (UAS), commonly referred to as drones, for the benefit of the Rollins community. The conditions outlined here are in addition to Federal or State requirements.

II. Procedure or Application

- A. All UAS operation must be in compliance with Federal Aviation Administration (FAA) and State of Florida regulations. In addition, the operation of a UAS on College-owned property requires the following.
1. Must be conducted for purposes that benefit Rollins College academics, public relations, communications, formally sanctioned programs, or Rollins endorsed commercial reasons.
 2. Must be conducted by or under the direct supervision of Rollins faculty or staff with a current Federal Aviation Administration (FAA) Remote Pilot's Certificate (RPC). The certified faculty or staff member must serve as the Pilot in Command as defined by UAS Pilot Certification Standards. Pilot's license must be on record with the College's Risk Manager.
 3. Operators must follow the rules and regulations outlined in the UAS Pilot Certification Standards and by State of Florida law.
 4. May only be conducted using a drone registered properly with the FAA and through the State of Florida.
 5. Rollins owned UAS' must be insured through the Rollins's Risk Management office.
 6. Any UAS flight must be preceded by a notification to the College's Campus Safety Office that provides exact times and location(s) of flight(s).
 7. Any UAS flight must have written permission from the director of the associated department or location supervisor. For example: flying in Rollins' Sandspur Field must have written permission from the Director of Athletics; flights involving common areas of the campus must have permission from the Assistant Vice President of Public Safety.
 8. Must be able to present an up to date Flight Log and Maintenance Schedule.
 9. If a contractor or a third party is to use an UAS for purposes associated with a Rollins facility or event, the organizing department shall contact the Risk Manager to insure that the UAS owner and operator has adequate liability insurance and take the risk mitigation arrangements deemed appropriate.
- B. Prohibited Use
1. A UAS will 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, student housing, pools, restrooms, locker rooms, changing or dressing rooms, or health treatment rooms.
 2. Recreational use of UAS is prohibited on Rollins property and in airspace over Rollins property.

3. The College may, at its discretion, suspend any UAS activity deemed as dangerous, or otherwise interfering with, or interrupting the operations of the College. Should a discrepancy between College policy and FAA regulations exist, the more restrictive regulation will govern.

IV. Related Policies or Applicable Publications

Not applicable.

V. Effective Date

This policy is effective 6-30-2020 and supersedes all previously issued versions.

VI. Appendices/Supplemental Materials

Not applicable.

VII. Rationale for Revision

Not applicable.