

Arizona Western College

Campus Policy for Unmanned Aircraft Systems (UAS) "Drones"

This policy outlines the use of Unmanned Aircraft systems (UAS) aka drones for College related use and student academic requirements. No recreational or hobby use of drones is permitted on any Arizona Western College (AWC) property by anyone. Drones are only permitted by approval by Risk Management and any unauthorized drones discovered flying over college property will be reported to Arizona Western College Police and the Federal Aviation Administration (FAA).

The emergence of drones has created many education opportunities for AWC as well as student advancement in future careers. Drone operation has also created risk to privacy, security, regulatory compliance, property damage and personal safety. The Office of Risk Management has established guidelines to address the risks and maintain compliance for safe and responsible use.

General Rules

All operations must comply with FAA regulations, MCAS Air Traffic Control (ATC) notification, state and local laws and AWC policy. AWC Yuma Campus is located in class G airspace and there are restricted flight areas over campus and nearby.

All operators must possess a Remote Pilots certificate and the UAS must have current registration (if the aircraft weights more than .55 lbs. and less than 55 lbs.) with the FAA. Verification of operator's license and UAS registration will be required. All operation will follow part 107 unless a waiver/authorization is issued to a certain requirement in part 107.

Students can only operate as part of an academic requirement and under the supervision of a qualified authorized employee of AWC.

UAS will not exceed an altitude of 50 feet above ground level or exceed a speed of 20 mph. Please check wind speeds and gusts to determine if it is safe to operate. MCAS advises there is a 50 foot altitude limit over the majority of campus and 0 on the west side.

UAS must always be in the operator's line of sight and not interfere with manned aircraft.

UAS shall not fly over people or crowds and take precautions to respect other people's privacy. Do not operate over buildings.

Operators will have a visual observer to assist in the flight. Operators will reasonably attempt to notify people in the area about the operation and will not operate recklessly or under the influence of any substance.

Operators shall not control the UAS from moving vehicles and can only operate during daylight hours.

Operations of the UAS will not occur if the FAA issues any Temporary Flight Restrictions for the airspace over the College.

Warning-birds in our area have been known to attack and knock a UAS out of the sky.

Report to Risk Management any accidents and property damage immediately.

Procedures for Commercial Operations by AWC Staff and Students

The FAA considers College operations as commercial use. The FAA and Risk Management have implemented rules for commercial UAS operations. The following will need to be submitted to Risk Management:

UAS Request form at least two weeks prior to the scheduled flight (appendix A) along with a campus map of the flight area boundaries.

Once approved, contact MCAS ATC for notification and approval. Follow all advisements of MCAS ATC. MCAS ATC has the authority to deny flight operations or restrict operations.

Airspace Authorizations and waivers for operating in controlled airspace

Operations that occur within five miles of an airport require FAA approval or waiver; airport and air traffic control tower notification is required. The South County campuses and La Paz campuses are within five miles of an airport. The Wellton campus is located in a restricted special use airspace due to the proximity around the military installation or other areas where flight could be hazardous. It is possible a part 107 waiver will be required to operate on an Arizona Western College campus. The FAA strives to review and issue waivers within 90 days and no exceptions to fly without the waiver is allowed. Permission from the controlling agency (air traffic control) is required to enter these areas and is often not available.

Insurance and Indemnity for Commercial Operations by Others

All FAA regulations are to be followed as well as AWC policy. Contact Risk Management for compliance to perform operations. A UAS Request form is required including a detailed explanation of the purpose of the operation and safety plan. The operator/business will agree to indemnify and hold Arizona Western College, its board, officers, employees, agents and representatives harmless from any and all liability damage, claim of any nature whatsoever arising out of or in a way related to the operation including any act or omission of any third party and provide the required certificates of insurance that cover the UAS operations. A certificate of commercial general liability that covers unmanned aircraft system operations is required with a minimum \$2,000,000 per occurrence. The policy will be written as primary and be non-contributing to any coverage of AWC; and shall waive the right of subrogation or similar rights and name AWC and its officers, employees, agents and representatives as additional insureds. Please include the endorsements for the additional insured clause and waiver of subrogation.

Final approval and coordination for the operations is the responsibility of Risk Management. It is possible a part 107 waiver will be required to operate on an Arizona Western College campus. The FAA strives to review and issue waivers within 90 days and no exceptions to fly without the waiver will be made.

Crew Resource Management

UAS operations involve a Remote Pilot in Command (PIC) and at least one crew-member. The PIC has the final authority and responsibility for the operation and safety of the UAS. A visual observer may be used as a flight crew-member to help see and avoid other objects in the sky or on the ground.

Accident Reporting

Accidents resulting in serious injury to any person or any loss of consciousness, or damage to property, other than the UAS, if the cost to repair or replace is greater than \$500 must be reported to Risk Management immediately and the FAA within 10 days of the operation.

Additional Information

AWC reserves the right to request the deletion, and proof thereof, of any video or photograph of any AWC staff, student, and/or visitor at any time. In addition, AWC may request copies of any video or photographs taken of any space of AWC for up to two weeks after an approved UAS session at AWC.

For more specific UAS operating and pilot requirements, please visit <https://www.faa.gov/UAS>. The UAS Use application is available on the Risk Management page of the Facilities Management website or by contacting risk.management@azwestern.edu. Risk Management is available to discuss the UAS operations, requirements and safety plan for your proposed operations. Academic and student requirements have priority over all other requests.