

Personnel Policy Guide:

SUBJECT: UNMANNED AIRCRAFT SYSTEMS

POLICY NUMBER: I.20

DATE ISSUED: October 20th, 2016

APPLICABILITY: For all employees

I. GENERAL POLICY

It is the policy of North Central College that all Unmanned Aircraft System (UAS a.k.a. Drone) use initiated by the College, both internally and employees contracting with external organizations to be compliant with all Federal, State, and Local regulations. Additionally, all UAS operation on the property of North Central College be approved through the process set forth in this policy.

II. PURPOSE

To ensure compliance with all Federal, State, and local regulations while respecting the privacy, rights, and safety of the North Central College community.

III. DEFINITIONS:

Unmanned Aircraft System: an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft.

Unmanned Aircraft: An aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

Operator: Any individual in control of the physical operation of the UAS.

Campus Stakeholders: The Operations Department, Campus Safety Department, and Office of Marketing and Communications.

IV. PROCEDURE: This process will be initiated by the operator's submittal of the appropriate UAS Use Application available through the Department of Campus Safety 48 prior to flight date, though two weeks prior is requested. The application must be submitted by the requesting department, with approval from the applicable Assistant Vice President level or higher, to the Department of Campus Safety. Upon receipt the application will be evaluated by the Campus Safety Department to ensure operation does not pose a threat to health, safety, privacy, or the environment. Operation must be in the best interest of the public and the Institution to receive approval. Upon receiving written approval, the Department of Campus Safety will notify predetermined Campus Stakeholders. The operator must adhere to applicable Federal, State, and Local regulations and any flight specific items communicated between the Operator and the approver. Should the application not receive approval, the applicant may not operate UAS on the property of North Central College. North Central College reserves the right to terminate any operations that the Institution deems to pose any threat to health, safety, privacy or environment.

V. ADMINISTRATION: Questions pertaining to this policy should be directed to the Operations Department.

Student Handbook:

UAS Usage:

North Central College recognizes the potential for the use of UAS (Unmanned Aircraft Systems) to compromise student privacy and safety. For this reason North Central College prohibits the operation of UAS without prior approval through the Department of Campus Safety. This application can be accessed [here](#) and should be submitted to the Department of Campus Safety 48 hours prior, though two weeks is requested. This application must be approved by Student Affairs. The College reserves the right to deny any plan that may be found to pose a threat to health, safety, privacy, or the environment. Operation must be in the best interest of the public and the Institution to receive approval. The Operator must submit a flight plan and certificate of insurance specific to aircraft coverage. UAS Operators must not fly above groups of people, near sporting events, or any location which may compromise an individual's privacy. UAS operators are solely responsible for any injuries or damage of any type caused to property and/or people by the UAS. The college reserves the right to terminate any flight that may be deemed a threat to the health, safety, privacy or environment. The UAS Operator will indemnify, defend and hold the College harmless for any costs or damages, including reasonable attorney's fees, incurred by the College in connection with the use of a UAS. The College will not be responsible for any damages of any kind caused by use of a UAS.

Any operator of a UAS must register the UAS with the FAA and other governmental authorities as required. The operator must also follow all pertinent federal, state and local laws and regulations including, but not limited to, the City of Naperville, the Naperville Park District, and DuPage County.