Kirkwood
COMMUNITY COLLEGE

College Procedure: 304.11 – UAV/Drone Purchasing and Operations

Policy Reference:	304 – Campus Safety and Security
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Operations
Effective Date:	01/01/2017
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

Kirkwood Community College supports the use of UAVs for specific educational purposes. UAVs present safety and privacy concerns for individuals on the campus and in the community. Therefore, the College must take steps to ensure that users of this equipment do so in compliance with Federal and State laws and College policies and procedures. In addition, departments must ensure that UAV purchases comply with Federal and State regulations.

The Procedure

Operations of a drone or UAV are prohibited unless approved for educational purposes or to complete a function or task related to college operations (e.g., aerial photography for marketing purposes, damage assessments, maintenance, or construction projects). The following rules apply to the purchase and operation of UAVs on the Kirkwood campus and other property used, leased, owned, or operated by the college or by employees working on behalf of the College.

Non-Kirkwood employees shall comply with all applicable state and federal rules and this policy when operating UAVs on Kirkwood property. It is expected that personnel operating drones or UAV's will have a working knowledge of, and comply with, these guidelines as well as State and Federal rules and regulations.

Purchase

Faculty, staff, and departments wishing to purchase a UAV must submit a written request using the Drone Purchase Request Form with approval of their supervising dean or director to facilities@kirkwood.edu

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Operation

Faculty, staff, or students wishing to operate a UAV must submit a written request using the Drone Operations Request Form to facilities@kirkwood.edu at least 48 hours prior to the anticipated date of operation.

The operation of any UAV equipment on and over lands owned and operated by Kirkwood shall follow all state and federal regulations and requires a prior filing of an operating plan with Facilities.

Approval to Operate UAVs

The Vice President of Operations or a designee is responsible for determining if a UAV may be operated on the campus. The Vice President may delegate this authority to the Senior Director of Emergency Services and Public Safety on a case-by-case basis. The Vice President also may consult with other campus leadership, campus security officials, or external agencies, such as the FAA, as needed to determine whether or not to grant a request.

In determining whether or not to grant approval to operate a UAV, the Vice President of Operations or designee will consider the following:

- If the proposal contains all information requested
- If the proposal complies with all state and federal laws governing use of UAVs and other College policies
- If the proposed operation poses an unacceptable threat to health, safety, privacy, or the environment
- If the proposal is in the best interest of the College
- If there are other methods of accomplishing the proposed objective that do not require use of a UAV

Law enforcement use of UAVs in execution of a search warrant or as part of a tactical response to an immediate threat is not subject to this procedure. However, in such cases, law enforcement is expected to contact Public Safety prior to use and upon completion of the operation.

Recurring Operations

Operational plans for annual recurring operations (for example, Agricultural inspections) may be submitted as part of an operational request. Annual operations permit holders will notify Kirkwood Facilities at least 2 hours before flying the UAV.

Responsibility of Operators

Operators of UAVs are responsible for knowing and adhering to the rules set forth in this procedure, complying with various published FAA procedures, and ensuring compliance with all laws and federal regulations.

Kirkwood Community College has the right to shut down the operation of a UAV if it creates any type of electronic interference, poses a hazard to sensitive campus equipment, or interferes with any Kirkwood activity. Public Safety will act as the authority enforcing the unauthorized operation of a drone.

References

Drone Purchase Request Form – Purchase request form
Drone Operations Request Form – Operations request form
FAA – FAA rules and regulations

Definitions

Drone/UAV: An unmanned aerial vehicle (UAV), commonly known as a drone, and also referred to as a remotely piloted aircraft (RPA) by the International Civil Aviation Organization (ICAO), is an aircraft without a human pilot aboard. This procedure shall refer to these devices as UAVs.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	01/01/2017	Troy McQuillen, Vice President, Facilities and Security	New procedure
2	06/05/2018	Cabinet	New template
3	09/05/2019	Cabinet	Procedure template
4	10/13/2026	Troy McQuillen, VP of Operations	Updates to Links