



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft – Unmanned Aircraft System Policy (UAS/Drone)

Policy Number 3-133
Responsible Authority Director of Emergency Management
Initiating Authority Senior Vice President for Administration and Finance and CFO
Effective Date
Date of Origin

APPLICABILITY/ACCOUNTABILITY

This policy applies to the university community, whether on a University of Central Florida (UCF) campus or at a UCF-controlled property; UCF employees and students operating Unmanned Aircraft Systems (UAS) as part of their university employment or as part of university activities; the operation by any person of UAS or model aircraft on or above UCF property; the purchase of unmanned aircraft systems with funding through UCF, including university accounts, grants, or UCF Foundation accounts, and; the hiring for or contracting for any UAS services by a UCF unit.

POLICY STATEMENT

UCF is committed to providing and maintaining a safe campus environment for faculty, staff, students, and the community. The operation of unmanned aircraft systems (UAS) including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law. The University of Central Florida requires compliance with those legal obligations to reduce risks to safety, security and privacy. All members of the UCF community are personally responsible for complying with FAA regulations, state and federal laws, and university policies.

University employees, students, or third parties must receive approval from Emergency Management prior to using UAS over university owned or controlled property. Additionally, all units, employees, or students must receive approval from Emergency Management prior to purchasing a UAS (or the parts to assemble a UAS), or UAS services with university funds, funds being disbursed through a university account, or grant funds to ensure the UAS (or the parts to assemble a UAS) are permissible under Florida state statutes and the intended use of the UAS is consistent with university policy, Florida state statutes, and FAA regulations.

APPROPRIATE AND PROHIBITED USES

In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private. Section 810.145, Florida Statutes, prohibits a person from intentionally using or installing an imaging device to secretly view, broadcast, or record a person, without that person's knowledge and consent, who is dressing, undressing, or privately exposing the body, at a place and time when that person has a reasonable expectation of privacy.

The use of a UAS must comply with any other applicable university policies. The use of a UAS for video or electronic surveillance must comply with all state and federal laws. All uses of a UAS must comply with the Appropriate and Prohibited Uses listed in this policy.

The University prohibits the use of UAS in the following scenarios:

- UAS must 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 must not be used to monitor or record residential hallways, residential lounges, or the insides of campus daycare facilities.
- UAS must 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.
- UAS must not be used in a reckless or dangerous manner, including: being operated over populated areas of campus, while the pilot is under the influence of an intoxicating substance or in areas where the UAS is not in direct view of the pilot. Members of the UCF Police Department, UCF Department of Emergency Management, UCF Environmental Health and Safety, and UCF Enterprise Risk and Insurance shall have the authority to determine whether the UAS is being operated in this manner.
- UAS must not be used to record any NCAA sporting events, to include practices or workouts without prior approval from UCF Athletics.

FAA regulations (14 CFR Part 107) prohibit the use of UAS in the following scenarios:

- No person may operate a UAS at night or during periods of civil twilight, which is defined as 30 minutes before official sunrise and 30 minutes after official sunset, local time, without appropriate anti-collision lighting.
- A person may not manipulate flight controls or act as a remote pilot in command or visual observer in the operation of more than one unmanned aircraft at the same time.
- No person may operate a small unmanned aircraft over a human being unless that human being is directly participating in the operation of the small unmanned aircraft, i.e., assigned visual observer.
- No person may operate a small unmanned aircraft over a human being located inside a moving vehicle.
- The altitude of the small unmanned aircraft cannot be higher than 400 feet above ground level.

UCF retains the right to restrict any UAS from being piloted in proximity to research facilities, during certain large-scale events, emergencies and/or emergency management/law enforcement training and exercises.

The FAA governs airspace authorizations and property owners authorize land use. UCF prohibits the takeoff, landing, and operation of UAS from owned property, without the prior submission of a Drone Flight Request Form and written approval.

SANCTIONS

Any violations of university policies by an individual will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination or separation 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.

Contractors or vendors who violate university policies may lose the privilege to operate on UCF property.

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

DEFINITIONS

Control station. An interface used by the remote pilot to control the flight path of the small, unmanned aircraft.

FAA 14 CFR Part 107. The FAA Part 107 is a set of rules for operating a civil UAS (drone) in the United States. It is also used to refer specifically to the certification UAS pilots must obtain prior to flying for business or commercial purposes.

Small unmanned aircraft. An unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

Unmanned Aircraft Systems (UAS). 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, but not limited to, quadcopter, quadrotor, 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.

University of Central Florida Property. Buildings, grounds, and land that are owned by UCF or controlled by UCF via leases or other formal contractual arrangements to house ongoing UCF operations.

Visual observer. A person who is designated by the remote pilot in command to assist the remote pilot in command and the person manipulating flight controls of the small UAS to see and avoid other air traffic or object aloft or on the ground.

PROCEDURES

1. Any university employee wishing to operate UAS as part of their university employment or as part of a university program must first submit a copy of their FAA Part 107 remote pilot certificate and a flight plan by way of a Drone Flight Request Form. The UCF Department of Emergency Management will process all applications on a case-by-case basis. Federal law requires all remote pilots operating under Part 107, to present a copy of their remote pilot certificate (paper or digital) to any federal, state, or local law enforcement officer, if asked.
2. The FAA requires the registration of all small UAS (weighing less than 55 pounds and more than 0.55 pounds) used for recreational or commercial purposes. Either a paper or digital copy of your remote pilot certificate must be in your possession when you fly. The FAA requires all drones be marked with a registration number prior to flight. Failure to register an unmanned aircraft which requires registration may result in regulatory and criminal penalties. Federal law requires drone operators who are required to register, to present their remote pilot certificate (paper or digital) to any federal, state, or local law enforcement officer, if asked.
3. Any third party wishing to use a UAS over university property for the purpose of supporting official university business must first submit a copy of their FAA Part 107 remote pilot certificate, a flight plan, and proof of \$5,000,000 liability insurance with the UCF Board of Trustees listed as additionally insured by way of a Drone Flight Request Form. The third party must receive written approval through UCF Emergency Management prior to any flights occurring. All flight requests must be submitted seven (7) business days prior to the requested flight date.
4. Prior to any flight, the remote pilot in command must:
 - a. Assess the operating environment, consider risks to persons and property in the immediate vicinity both on the surface and in the air. This assessment must include:
 - i. Local weather conditions;
 - ii. Local airspace and any flight restrictions;
 - iii. The locations of persons and properties on the surface; and
 - iv. Other ground hazards

- b. Ensure that all persons directly participating in the small unmanned aircraft operation are informed about the operating conditions, emergency procedures, contingency procedures, roles and responsibilities, and potential hazards;
 - c. Ensure that all control links between ground control station and the small unmanned aircraft are working properly;
 - d. If the small unmanned aircraft is powered, ensure that there is enough available power for the small UAS to operate for the intended operational time;
 - e. Ensure that any object attached or carried by the small unmanned aircraft is secure and does not adversely affect the flight characteristics or controllability of the aircraft.
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RELATED INFORMATION

[UCF Department of Emergency Management Website](#)

[UCF Drone Flight Request Form](#)

[Federal Aviation Administration, Unmanned Aircraft Systems](#)

[Federal Aviation Administration, UAS Registration](#)

[Federal Aviation Administration, UAS Part 107 Commercial Operators License](#)

CONTACTS

UCF Department of Emergency Management: eoc@ucf.edu

UCF Office of Enterprise Risk and Insurance Management: riskmanagement@ucf.edu

UCF Environmental Health and Insurance: ehs@ucf.edu

UCF Police Department: policdept@ucf.edu