

## Remotely Operated Aircraft Systems/Drones (ROAS)

### Policy Definitions:

- A. For purposes of the University's Remotely Operated Aircraft Systems/Drones Policy, "ROAS" means:

An aircraft and associated control elements – including communication systems, cameras, sensors and payload delivery mechanisms – used by the operator to safely and efficiently operate the aircraft remotely.

- B. For purposes of the University's Remotely Operated Aircraft Systems/Drones Policy, "remotely operated aircraft" or "drone" means:

An aircraft that is operated without the possibility of direct human intervention either upon or within the aircraft and this is operated remotely.

For further policy details, please refer to Policy Number: VI N of the University's *Personnel Policies and Procedures Manual*

(<https://www.murraystate.edu/about/Offices/HumanResources/MSUPersonnelPoliciesAndProceduresManual/index.aspx>)

### Guidelines/Procedures:

1. Anyone wishing to fly a remotely operated aircraft system (ROAS – also commonly referenced as 'Drones') shall apply for approval to the University's ROAS/Drone Committee for any drone activity:
  - a. University personnel - One (1) Form Per Academic Semester
  - b. Non-university personnel - three (3) business days in advance
  - c. Media – twenty-four (24) hours in advance to Branding, Marketing and Communications. For immediate circumstances, please contact Shawn Touney at [stouney@murraystate.edu](mailto:stouney@murraystate.edu)
2. The University's ROAS/Drone Committee will keep a registry of approved Drone operators.
3. At a minimum, the approved Drone Operator(s) shall identify themselves by wearing an Approved Drone Operator fluorescent vest, informing students, employees and/or other campus visitors of a Drone in the area and the presence of an approved Drone Operator(s). Once a Drone application is approved, the Drone Operator(s) is responsible for obtaining their own fluorescent vest. The approved Drone Operator must wear the official Approved Drone Operator fluorescent vest at all times during the operation of the Drone. The approved Drone Operator must also maintain a physical copy of the

approved Drone application and flight pattern on their physical person during the operation of the Drone.

4. All operation and use of Drones must comply with FAA regulations, state and federal laws, and university policies at all times; including all FAA registration requirements before Drone operation takes place.
5. Murray State University assumes no liability for any damage to property or for personal injuries caused by a Drone or Drone operator(s); including the breach of any term or policy.
6. All operation and use of drones must specifically comply with the following:
  - a. Operator may not operate a Drone in a manner that harasses a person or persons.
  - b. Operator may not operate a Drone within ten (10) feet of any person, building or window.
  - c. Operator may not operate a Drone with intent to capture audible conversations without consent of the parties.
  - d. Operator may not operate a Drone in a manner that interferes with campus operations or campus activities.
  - e. Operators shall not fly a Drone over groups of people.
  - f. Operators shall not allow the Drone to go beyond the visual line-of-sight.
  - g. Operators shall not interfere with manned aircraft operations and must give the right-of-way to all manned aircraft.
  - h. Operators shall not fly a Drone above 400 feet.
  - i. Operators shall not fly a Drone near emergency response efforts, such as fires or vehicle collisions.
  - j. Operators shall not fly a Drone in a careless or reckless manner.
  - k. Operators shall not fly a Drone while impaired.
  - l. Operators shall not fly a Drone near or in an open stadium, within one hour before or after a scheduled event, within a three (3) nautical mile radius while a NCAA Division-I football game is occurring, or any public event is occurring in Stewart Stadium. (Note: Operation and use of Drone or Model Aircraft over Stewart Stadium is strictly prohibited. Extraordinary circumstances may result in an exception with the pre-approval of the University's ROAS/Drone Committee, subject to, and in accordance with all FAA requirements.)
  - m. Operators must contact local airport(s)/control tower(s) before flying within five (5) miles of any airport.
  - n. Operators shall not fly a Drone that exceeds a weight of 55 pounds.
  - o. Operators shall not use a Drone to photograph or video record for compensation or sale to another individual (or entity).
  - p. Operators are further advised that other state and local laws may apply depending on the location of the Drone's use. In all cases, the proposed flight shall not photograph, video or monitor in any way areas where members of the

university community or members of the general public would have a reasonable expectation of privacy.

7. Third party, or hired contractors providing Drone services on behalf of the university, in addition to all items listed above, the vendor/operator must:
  - a. Possess proof of Part 107 compliance with applicable Certificate of Waiver (CoW) or proper FAA Exemption before any operations take place.
  - b. Comply with all FAA regulations, state and federal laws, and existing university policies.
  - c. Be under contract that holds the university harmless and indemnifies from any claims resulting from harm to individuals or damage to property, university-related or otherwise.
  - d. The contract must be executed under the appropriate procurement and contracting guidelines of the university.
  - e. Vendor shall be required to maintain at a minimum liability insurance for bodily injury and property damage in an amount of not less than One Million Dollars (\$1,000,000) that extends to the use of Drone.
8. Other University-Related Operations:
  - a. Any individual purchasing a Drone with funding obtained through the University, University Foundation or a grant account must report the purchase and intended use to the University's ROAS/Drone Committee and the Procurement Services Department in order to activate appropriate insurance coverage. Any individual who has in the past purchased a Drone and intends to use that Drone must register the existing Drone with the University's ROAS/Drone Committee. Any Drone used for university-related operations must be registered with the FAA on behalf of Murray State University and the registering department, unit, or organization must retain evidence of registration.
  - b. Any individual wishing to operate a Drone for university business or program-related purposes must satisfy all sections of this policy as well as applicable Part 107 requirements, including registration of aircraft with the FAA and any necessary CoW, or have evidence of 333 Exemption or Certificate of Authorization (COA) issued by the FAA that is still valid. A copy of the CoW or other Exemption must be provided to University's ROAS/Drone Committee as part of the approval process.
9. Indoor Use:

Operating a Drone indoors presents a unique set of risks and challenges such as flying into indoor sprinkler systems or lighting fixtures. Therefore, operation of a Drone or Model Aircraft indoors is strictly prohibited unless authorized by the building coordinator or the head administrator of the building. Authorization should be communicated to the University ROAS/Drone committee as soon as practicable.

#### 10. Educational Use Policy

- a. For faculty, staff, and approved external educational opportunity providers a form will be filed once (1) per academic semester in request to fly drones for strictly educational and demonstration purposes for an exemption from section 6, subpart E and N (Over 55 lb usage for agriculture research and demonstration only).
- b. Educational and demonstration purposes is defined as the following: The intent to operate a drone or UAV in a manner to directly contribute to the learning experience of students directly participating in a Murray State University sanctioned educational event or class. Educational usage covers research, extension, and training activities as defined by the FAA's Educational Exemption Policy
- c. Students within the classroom under direct supervision of the approved Remote Pilot in Command are authorized to perform drone operations.
- d. All Drone operators must possess a FAA Part 107 Remote Pilot Certificate to provide educational demonstrations.
- e. All educational activities must be performed under P.L. 115-254, Section 350 Educational Users Policy as established by the FAA
- f. This educational exemption waiver will be reviewed for approval by the University's ROAS/Drone Committee.

#### 11. Government, emergency services, and law enforcement usage policy.

- A.** The use or operation of UAS for the provision of Emergency Services by authorized emergency or law enforcement personnel as defined in this Policy is expressly exempt from the provisions of this policy.
- B.** This policy does not apply to the use of unmanned aircraft by local, state, or federal law enforcement in the scope of their duties, provided that the use is consistent with all federal and state laws and regulations pertaining thereto.

Murray State University has implemented an approval process and procedures to ensure safe and responsible operation of Remotely Operated Aircraft Systems (ROAS) or Drones in, on, or above University property or at University-sponsored activities. The University policy applies to members of the University community (students, staff and faculty), third party contractors, and visitors. University practices are designed to follow Federal Aviation Administration (FAA) regulations and other applicable laws.

**Before you fly, you need to complete the following steps:**

**Register your Drone**

- The FAA requires Drones to be registered with the agency if the device will be used outdoors and weighs between 0.55 lbs and 55 lbs.
- Online registration is applicable to self-built or purchased devices.
- Registration is valid for three years.
- Drone must be marked with the registration number.
- Cost is \$5
- Website – Register My UAS ([https://faa.gov/uas/getting\\_started/register\\_drone](https://faa.gov/uas/getting_started/register_drone))
- **A copy of the registration certificate must be shared with the University ROAS/Drones Committee at**

**Request to Fly**

- The University must pre-approve all Drone flights on campus prior to flying in outdoor areas and all indoor common spaces.
- Online request form
- Request specific days and times
- Reservation of athletic spaces will be made on your behalf
- Educational Waiver

**FAQ**

Learn more below about the recreational, educational, government, and commercial operations authorized through FAA regulations.

**What type of Drone activities are allowed on campus?**

All flights outdoors or in indoor common spaces on a Murray State University campus require review and approval.

**How far in advance should flight requests be made?**

Submit requests no less than three (3) days prior to the proposed flight. Multiple dates and times may be requested at a single time, which is recommended in the case of adverse weather.

**Where can I fly?**

Privacy, safety, and security issues will be considered when reviewing a request to fly a Drone on Murray State's campus. Requests may be denied based on the proposed location's proximity to buildings and people.

When planning to fly off campus, the Drone operator is responsible for obtaining the necessary permissions and abiding by all applicable regulations. Check out the FAA's B4UFLY app, which helps Drone operators know about restrictions or requirements.

**What about international locations?**

FAA regulations apply to drones within the United States national airspace system. Other countries may have their own regulations and laws governing UAS operations, which you are responsible for following. Learn about the requirements before you go.

**Whom do I contact if a Drone is used in an unsafe manner on University property?**

Contact the Department of Public Safety at (270) 809-2222 in the event of an emergency or if a Drone is being operated in an unsafe manner.

**Whom do I contact for more information?**

The ROAS Committee includes Jackie Dudley, Senior Vice President for Finance and Administrative Services; Dr. Tim Todd, Provost or his designee; Blake Kennedy, UAS Coordinator, Dr. Brian Parr, Dean of Agriculture; and Mr. Ryan Orr, Chief of Police. Initial inquiries should be directed to Blake Kennedy at (270) 809-6916 or via email at [msu.uas@murraystate.edu](mailto:msu.uas@murraystate.edu).