

<b>Procedure:</b>	Drone Procedure	<b>Procedure No.:</b>	SS8002.1
<b>Delegated Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	SS8002
<b>Procedure Owner:</b>	VP Student Development & CDO	<b>Responsible Party:</b>	<i>Director of Public Safety</i>
<b>Approved:</b>	November 17, 2020		
<b>Revised:</b>	May 2, 2024		

### **Purpose**

The purpose of this procedure is to outline specific use of its airspace and to establish the guidelines for the operation of Unmanned Aerial System (UAS or drones) for members of the College community. This procedure is not applicable to Local, State or Federal agencies.

### **Statement of the Procedure**

All UAS or drone operation on SUNY Broome campus must receive approval from the Director of Campus Safety and Security by submitting information as described in the *Request for Drone Use* section of this procedure.

### **Related Policies**

SS8002 Drone Policy

### **To whom it applies**

This procedure applies to any/all persons requesting or approved to operate drones within the airspace managed, owned, and/or maintained by SUNY Broome.

### **Drone users must comply with the following requirements:**

- Compliance with all Federal Aviation Administration (FAA) rules and regulations
- Operators must be over the age of sixteen
- Operator must be in a physical and mental condition that allows one to safely operate a drone
- Drones must be under fifty-five (55) pounds
- Drones cannot be operated at any time other than operating hours as defined in the Drone Policy, SS8002
- Drones must be operated in a manner that does not interfere with operations and traffic patterns at airports
- Drones must be kept in the line of sight of the operator at all times
- Drones cannot fly above 400 feet above ground level
- Drones must remain at speeds reasonable and prudent
- Drones must yield the right of way to any and all manned aircraft
- Drones must not be flown over people
- Drones must not take off from a moving vehicle

- Drone operators must comply with the FAA’s airspace restrictions, including complying with Temporary Flight Restrictions (TFRs) and restrictions of airspace
- The use of alcohol and/or illegal drugs is prohibited while operating a drone
- Drones may not carry any hazardous material
- Drone operators should take all measures necessary to ensure that the privacy of individuals is not violated
- The drone operator must conduct a preflight safety inspection, including, but not limited to assessing the local weather conditions and appropriately operating the drone under such weather conditions
- Drones will not operate in areas undergoing emergency response operations as this could interfere with first responders and subject the operator to penalties under federal, state, and/or local laws
- In the event of an accident, the drone operator must immediately notify the Director of Campus Safety and Security or their designee

**Request for Drone Use**

Any person who intends to operate a drone within the SUNY Broome airspace to fulfill an academic, research, public or commercial purpose that would promote or enhance the mission of SUNY Broome, must submit a request in writing to the Director of Campus Safety and Security. The request must provide the following information:

- Identification of the drone (manufacture, model number, registration number; weight, dimensions, serial number, and power source)
- Name and contact information for the drone operator(s)
- A copy of all drone operator certifications as required
- Proposed location of the operator during the flight
- Purpose of the flight
- Scheduled time of the flight
- Duration of the flight
- Geographic range of the flight
- Whether photographs or video will be taken

**Definitions:** refer to policy SS8002 (Drone Policy) for definitions applicable to this procedure

**References**

Active Temporary Flight Restrictions (TFRs) can be found here: <https://tfr.faa.gov/tfr2/list.html>

Information <https://www.faa.gov/uas>

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
Created	11/17/2020	CRS	VP Student Affairs & CDO
Revised	04/25/2024	NB	Director of Pubic Safety