



Rowan College of South Jersey

Administrative Procedure: 4011
UNMANNED AERIAL SYSTEMS (DRONES)

Purpose

Unmanned Aerial Systems (“UAS”), all referred to as “drones”, can make significant contributions to the research and academic activities of the College in a variety of disciplines, including engineering, construction, surveying, and other support functions. Therefore, this administrative procedure provides guidance for operations of drones on or within College property or any College-sponsored activities off campus.

Scope

This administrative procedure applies to all members of the College community, including, but not limited to, faculty, staff, students, clubs, organizations, vendors, and any other individuals who are operating a drone as part of their employment or as part of any College-related research or activity. Operators of drones are personally responsible for complying with Federal Aviation Administration (“FAA”) regulations, federal and state laws, local ordinances, and College policies and procedures. Operating a drone on or within any College property without authorization is strictly prohibited.

Regulatory Overview

Drones are regulated by the FAA. The federal rule for operating drones under 55 pounds in the National Airspace System (“NAS”) is 14 CFR Part 107, referred to as the Small UAS Rule. Drone pilots that fly under Part 107 are required to become an FAA-certified drone pilot passing a knowledge test. In addition, all drones must be registered with the FAA.

There is a limited statutory exception to Part 107 for those who fly for recreational purposes. See item #2 below.

Failure to comply with federal, state, and RCSJ regulations may result in disciplinary action and could additionally lead to local, state, and federal civil and criminal penalties. In New Jersey, it is a criminal offense to operate a drone while intoxicated N.J.S.A. 2C:40-28(e). It is also a criminal offense to operate a drone in a manner that interferes with a first responder’s responsibilities, N.J.S. A. 2C:40-28(c).

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Compliance and Authorization

1. Approval for the operation of drones on College property is obtained by filing a completed UAS Drone Flight Application form with College Security at drone@rcsj.edu. The form will be reviewed for compliance with FAA licensure rules, impacts and notification to public safety, impacts to privacy, and compliance with insurance requirements.
2. No flights will be approved for research or coursework unless the operator of the drone has either Part 107 Certification or has passed the knowledge test through “The Recreational UAS Safety Test” (“TRUST”) program. Pilots conducting flights for recreational purposes only (e.g. student clubs) are required, at minimum, to pass the TRUST. All flights for business purposes require a Part 107 license. See the following links for FAA Operating Rules:

https://www.faa.gov/uas/getting_started/part_107/ and
https://www.faa.gov/uas/getting_started/model_aircraft/


3. Liability insurance for the use of College-owned drones in performance of sanctioned activity will be covered by College insurers provided all laws and regulations are followed. A certificate of aviation liability insurance, naming Rowan College of South Jersey as “Additional Insured”, must be provided by all other operators using their own drones for College sanctioned activities. The coverage must be at least \$1,000,000 for bodily injury and property damage. For College-owned drones, the following information is required by the College insurer:
 - Year, make and model;
 - Weight with and without pay loads;
 - Purpose for utilizing the drone; and
 - Name of the pilot.
4. Any and all accidents involving property or bodily damage must be reported to Security as soon as possible.
5. On campus housing units, athletic events in progress, and solar fields of the College are considered restricted airspace deemed off limits.
6. A drone will 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 not limited to, restrooms, locker rooms, and changing and dressing rooms.
7. Outdoor drone operations will be conducted in-line-of-sight, only in daylight hours (dawn to dusk), and avoid flying over people.

8. Instructional drones must:
 - Weigh less than 55 lbs.;
 - Fly at or below 400 feet;
 - Possess controls to enable override by a College employee supervising drone flights;
 - GPS enabled;
 - Allow “Home” capability; and
 - Operate electronically within a specific area and limits of flight (geofencing or geospatial parameters).
9. All drones used for academic or research purposes must be fitted by the manufacturer with remote ID; technology allowing for the tracking and identification of drones.
10. Media outlets requesting to use drones on campus are to contact College Security at drone @rcsj.edu for assistance in obtaining required approvals.

Sanctions

Violations of the Board policy on Unmanned Aerial Systems, also referred to as drones, and/or this administrative procedure will subject the responsible person(s) to disciplinary action up to and including revocation of the privilege to fly a drone, suspension, termination, or trespassed from the College, as appropriate.

Area: Innovation and Technology
Approved: 07/30/24

President’s Authorization: _____ 

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *4011 Unmanned Aerial Systems (Drone)*