

**College Procedure:** 304.11 – UAV/Drone Purchasing and  
**Policy Reference:** Operations  
304 – Campus Safety and Security  
**Responsible Department:** Facilities & Public Safety  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Facilities & Public Safety  
**Effective Date:** 1/1/2017

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## 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, it is also necessary to ensure that purchases of UAVs by departments comply with Federal and State regulations.

## The Procedure

Operations of a drone or UAV is 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 the Vice President of Facilities and Security prior to purchase.

**Operation:**

Faculty, staff or students wishing to operate a UAV must submit a written request using the [Drone Operations Request Form](#) to the Vice President of Facilities and Security 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 the Facilities.

**Approval to Operate UAVs:**

The Vice President of Facilities and Security 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 & Campus Security 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. The Vice President of Facilities and Security or designee will notify requestors of the decision in writing.

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

- If the proposed 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 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 policy. However, in such cases law enforcement are expected to contact Campus Security prior to use and upon completion of 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 policy, complying with various published [FAA](#) procedures of the process, and ensuring the compliance with all laws and federal regulations.

Kirkwood Community College has the right to shut down the operation of an UAV if it creates any type of electronic interference, poses a hazard to sensitive campus equipment, or interferes with any

Kirkwood activity. Campus Security will be the acting authority in 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

Term	Definition
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.
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	1/1/2017	Troy McQuillen, Vice President, Facilities & Security	
2			New template 6/5/2018
3			Procedure template 9/5/2019