

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**OPERATING COLLEGE SMALL UNMANNED AIRCRAFT SYSTEMS**

The operation of small unmanned aircraft systems (sUAS, see definition), including drones and model aircraft, is regulated by the Federal Aviation Administration (FAA) and relevant state law. In the interest of the safety and privacy of the Schoolcraft College community, the College establishes the following procedure regarding sUAS.

**REGULATIONS**

***All Operators of sUAS Must Abide by the Listed Regulations***

1. All members of the Schoolcraft community are personally responsible for complying with FAA regulations (including any new drone regulations), state and federal laws, and College policy and procedures.
2. Any College employee who wishes to operate a sUAS as part of their employment or as part of a College program on any part of Schoolcraft property must possess a valid Remote Pilot Certificate (under Part 107 guidelines) and produce it prior to operation of sUAS.
3. An operator must coordinate sUAS approval through the Chief Human Resource and Risk Management Officer, along with proper liability coverage.
4. All sUAS flown for College business must be registered with the FAA and must have registration proof affixed to the device. Proof of registration must also be maintained by the Risk Management Office.
5. Any third party or hobbyists are not permitted to use College property to operate a sUAS, unless approved by the Chief Human Resource and Risk Management Officer.
6. sUAS shall 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, or the inside of campus daycare facilities.
7. sUAS shall not be used to monitor or record residential spaces, including: rooms, small housing units, apartments, lobbies, or hallways.

8. sUAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, in an individual's workspace, on a computer, or other electronic displays.
9. Any College employee with a Remote Pilot Certificate wishing to operate a sUAS as part of their employment offsite must seek prior approval from the Chief Human Resource and Risk Management Officer.

### **NON-COMPLIANCE**

Failure to register an unmanned aircraft may result in regulatory and criminal penalties. The FAA may assess civil penalties up to \$27,500. Criminal penalties include fines of up to \$250,000 and/or imprisonment for up to three years.

### **DEFINITIONS**

Schoolcraft College Property - Buildings, grounds, and land that are owned by the College or controlled by Schoolcraft College, via leases or other formal contractual arrangements.

sUAS – Small Unmanned Aircraft System also known as or may be characterized as Drones.

Proposed—Cabinet  
February 7, 2017  
Reviewed—Cabinet  
May 15, 2018  
Reviewed—VP and CFO  
August 1, 2019  
Reviewed—HR & Risk Management  
November 1, 2021