

# SOLANO COMMUNITY COLLEGE DISTRICT

## UNMANNED AIRCRAFT SYSTEMS (UAS/DRONES)

PROCEDURE #3880

### PROCEDURES

#### **Purpose**

This procedure establishes requirements governing the approval and operation of Unmanned Aircraft Systems (UAS), commonly referred to as drones, on or above Solano Community College District property or in connection with District-sponsored activities. The procedure is intended to promote safety, protect privacy, ensure compliance with applicable laws and regulations, and minimize risk and liability to the District.

#### **Scope**

This procedure applies to all individuals operating a UAS on District property or in connection with District activities, including:

- District employees
- Students
- Contractors and vendors
- Visitors
- Any other individual or organization conducting UAS operations on District property or for District-related purposes

#### **Definitions**

##### **Unmanned Aircraft System (UAS)**

A powered aircraft operated without a human pilot onboard, including the aircraft, remote controller, communication links, and associated equipment.

##### **Operator**

The individual responsible for controlling the UAS and ensuring compliance with applicable laws and District procedures.

##### **District Property**

All land, buildings, facilities, and grounds owned, leased, or otherwise controlled by the Solano Community College District.

#### **Authorization Requirements**

Operation of a UAS on District property or as part of District-sponsored activities requires prior written authorization from the Chief of the Department of Public Safety or designee.

Requests for authorization must be submitted in advance and include:

- Name and contact information of the operator
- Purpose of the flight
- Location of operation
- Date and time of the proposed flight
- Description of the aircraft to be used
- FAA Remote Pilot Certificate (Part 107), if applicable
- Proof of insurance, if required by the District
- Description of safety procedures and operational plan

Authorization may be denied or modified based on safety considerations, operational conflicts, regulatory restrictions, or other risk factors.

## **Authorized Uses**

UAS operations may be approved for purposes including, but not limited to:

- Instructional activities
- Academic research
- Facilities inspection or planning
- Public safety or emergency preparedness activities
- District marketing or communications projects
- Other operational purposes approved by the District

## **Operational Requirements**

All approved UAS operations must comply with:

- Federal Aviation Administration (FAA) regulations, including 14 CFR Part 107, where applicable
- All applicable federal, state, and local laws
- District policies and procedures

Operators must:

- Operate the UAS only in the location and timeframe approved by the District
- Maintain visual line-of-sight with the aircraft when required by FAA regulations
- Avoid flights over crowds or heavily populated areas unless permitted by law
- Maintain safe distances from buildings, individuals, and campus activities
- Avoid interference with emergency response operations
- Cease operations immediately if directed by District Public Safety personnel

## **Insurance Requirements**

Non-District individuals or organizations operating UAS on District property may be required to provide proof of liability insurance acceptable to the District prior to receiving authorization.

Insurance requirements may include:

- Commercial General Liability coverage in an amount determined by the District
- Coverage specifically applicable to UAS operations
- Naming the Solano Community College District as an additional insured

The District may waive or modify insurance requirements for District-operated UAS activities or when appropriate based on the nature of the operation.

## **Coordination with District Communications**

UAS operations conducted for the purpose of photography, videography, or other media production representing the District must be coordinated with the Public Information Officer.

This coordination ensures:

- Consistent branding and messaging
- Appropriate release or consent when identifiable individuals appear in media
- Compliance with District communications and marketing standards

## **Prohibited Activities**

The use of UAS is prohibited when used for:

- Surveillance or monitoring of individuals without authorization
- Recording images or audio in violation of privacy laws
- Harassment or disruption of District operations or campus activities
- Transporting hazardous materials or dangerous items
- Operating in restricted airspace without proper authorization
- Reckless or unsafe operation

## **Privacy and Data Protection**

UAS operations must respect the privacy rights of students, employees, and visitors.

Any images, video, or data collected during UAS operations must:

- Be limited to the authorized purpose of the flight
- Comply with applicable privacy laws and regulations
- Be handled in accordance with District policies governing records and data management

If UAS operations capture identifiable individuals, operators must take reasonable steps to protect privacy and avoid unnecessary collection of personal information.

## **Enforcement**

The Department of Public Safety is responsible for administering and enforcing this procedure.

Public Safety personnel may:

- Review and approve UAS requests
- Monitor UAS activity on District property
- Suspend or terminate unauthorized or unsafe operations
- Coordinate with local, state, or federal authorities when necessary

Unauthorized UAS operations may result in:

- Removal from District property
- Disciplinary action for employees or students
- Contract enforcement actions for vendors
- Referral to law enforcement agencies when appropriate

## **Review of Procedures**

This procedure shall be reviewed periodically and updated as necessary to reflect changes in law, technology, and District operational needs.

### **REFERENCES/AUTHORITY:**

Federal Laws:

- 49 U.S. Code § 40103 – Sovereignty and Use of Airspace
- 14 CFR Part 107 – Small Unmanned Aircraft Systems
- 20 U.S. Code § 1232g – Family Educational Rights and Privacy Act (FERPA)

California Laws:

- California Constitution, Article I, Section 1 – Right to Privacy
- California Civil Code § 1708.8 – Invasion of Privacy
- California Penal Code § 632 – Eavesdropping and Recording Communications
- California Government Code § 7920.000 et seq. – California Public Records Act
- California Government Code § 831.7 – Public Entity Immunity for Recreational Activities

**GOVERNING BOARD REVIEW:** June 3, 2026