

Southeastern University

Drone Operation Guidelines

Effective Date: January 10, 2024

Drones are permissible upon approval by the Southeastern University Risk Management Team, but we are dedicated to ensuring the safety of all individuals and property. To achieve this, we have implemented specific guidelines for drone operation. These guidelines are designed for individuals who wish to obtain permission to operate drones on our premises.

1) Drone Registration

All drone operators must register their drones with the appropriate regulatory authority in accordance with local laws and regulations. Registration must be submitted to the Risk Management Office.

2) Pilot License/Certification

Drone operators must possess a valid Part 107 remote pilot license or certification. Evidence of the pilot's qualifications must be submitted to the Risk Management Office.

3) Certificate of Insurance

All drone operators must have liability insurance for their drone operations, meeting the criteria specified in the attached Certificate of Insurance (COI) criteria document. Proof of insurance must be submitted to the Risk Management Office for review before drone use.

The Certificate of Insurance must include (example attached):

- \$1,000,000 liability limit
- Southeastern University, Inc. named as an additional insured
- Drone operations listed on the General Liability policy section of the COI or submit a separate Unmanned Aerial System (UAS or Drone) insurance policy with a \$1,000,000 liability limit.

4) Waiver

Prior to operating a drone on our property, all individuals must sign a Drone Operation Waiver and Release of Liability acknowledging their understanding of and compliance with these guidelines. The waiver should include:

- Acknowledgment of understanding and agreement with these guidelines.
- An agreement to follow all local, state, and federal laws and regulations related to drone operation.
- A commitment to operate the drone safely and responsibly and to immediately report any accidents, property damage, or injury to the pertinent campus department (Event Services or Security).
- A release of liability for any accidents, damages, or injuries resulting from the drone operation.
- Agreement to indemnify and hold harmless the property owner from any legal claims or liabilities arising from the drone operation.

5) Permission to Operate

Drone operators must obtain explicit permission from the Risk Management Office or Southeastern University authorized representative before operating a drone on our premises. Permission may be granted on a case-by-case basis, and operators should make their request well in advance of the intended operation. Approved drone operators must have written documentation that permission was granted while operating their drone on campus.

6) Flight Restrictions

- Drones should be operated within the specified boundaries designated by the property owner or authorized representative.
- Operations should not interfere with the privacy and comfort of other individuals on the property.
- Drone operations near sensitive areas, such as wildlife habitats or restricted zones, are prohibited.
- Flights should be conducted in accordance with local airspace restrictions and guidelines.

7) Safety Precautions

Operators should prioritize safety at all times:

- Perform a pre-flight check to ensure the drone is in proper working condition.
- Avoid flying in adverse weather conditions, such as strong winds or low visibility.
- Any drones operated in low-light conditions must have an anti-collision light operating in compliance with FAA regulations.
- Maintain a visual line of sight with the drone at all times.
- Stay at least 5 miles away from airports and helipads.
- Avoid flying near people, vehicles, or structures, and maintain a safe distance from them.
- Drone operations directly over people or groups of people are not permitted without an FAA Waiver.
- Any drone accidents, damage to property, or injuries caused by drone operation during events organized through Event Services (i.e., summer camps, rental events, etc.) shall immediately be reported to Event Services personnel.
- Any drone accidents, damage to property, or injuries caused by drone operations for any other authorized events on campus shall immediately be reported to Security by calling 863-667-5190.

8) Compliance with Laws Governing Drone Operations

All drone operators must adhere to the relevant local, state, and federal laws and regulations governing drone operation. Non-compliance may result in the revocation of permission to operate drones on the property.

Failure to adhere to these guidelines and requirements may lead to suspending or revoking permission to operate drones on our premises.

Please note that these guidelines are subject to change, and operators should regularly review and comply with the most current version. For any questions or clarifications, please get in touch with the property owner or authorized representative.

By signing below, I acknowledge that I have read, understood, and agree to abide by the above guidelines and requirements for drone operation on the property.

Drone Operator's Name: _____

Signature: _____ Date: _____

Southeastern University Risk Management Authorization

Name: _____

Signature: _____ Date: _____

Southeastern University Security Authorization

Name: _____

Signature: _____ Date: _____