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**Administrative Regulation**  
Chapter 6 –Business and Fiscal Affairs

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**AR 6810 UNMANNED AIRCRAFT (DRONES AND MODEL AIRCRAFT)**

1. **Scope of Regulation.** This regulation applies to:
  - a. Santa Monica College employees and students operating unmanned aircraft systems in any location as part of their employment or as part of college activities.
  - b. The operation by any person of unmanned aircraft system or recreational aircraft on or above any property owned, leased, or operated by Santa Monica College.
  - c. The purchase of unmanned aircraft systems with funding through Santa Monica College, including College accounts, grants, auxiliary accounts or Santa Monica College Foundation accounts.
  
2. **Definitions.** The following regulations apply to this Administrative Regulation:
  - a. **Unmanned aircraft (UA)** -- UA means an aircraft operated without the possibility of direct human intervention from within or on the aircraft.
  - b. **Unmanned Aircraft Systems (UAS)** - UAS are also known as or may be characterized as Drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight. Special rules apply to small unmanned aircraft systems weighing less than 55 pounds on takeoff.
  - c. Part 107 (14 C.F.R. part 107) – Part 107 is the primary law for flying small UAS in the United States.
  - d. **Recreational Operations** - UA flown strictly for recreational purposes in accordance with 49 U.S.C. § 44809. Research and educational uses of UAS by institutions of higher education can be operated under the rules for recreational operations.
  
3. **Reason for Regulations.** The operation of UAS including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state and local laws. Santa Monica College must comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems. Inherent risks in the operation of such equipment require additional insurance provisions and policy considerations.

#### **4. Regulation of UAS**

- a. All members of the Santa Monica College community are personally responsible for complying with FAA regulations, state and federal laws, and College policies.
- b. Any College employee or student wishing to operate an UAS as part of their College employment or as part of an College program or activity must submit a plan of operations describing in detail the intended use of the UAS, the area of operations, and ability to comply with FAA rules. The College will process applications on a case-by-case basis. Anyone interest in making an application shall contact Campus Counsel.
- c. Most facilities of Santa Monica College are located within controlled airspace. UAS operations will require airspace authorization through the FAA Drone Zone or the Low Altitude Authorization and Notification Capability.
- d. No College department or program shall purchase a UAS (or the parts to assemble a UAS) with College funds or funds being disbursed through College accounts, grants, auxiliary accounts or Santa Monica College Foundation accounts without approval of the Superintendent/President. No request shall be approved unless the Superintendent/President finds the College will be able to meet all legal requirements necessary to operate an UAS.
- e. Any third party or recreational user wishing to use a UAS or model aircraft over College property must first receive approval through the Events Office. Third parties planning to use UAS must also provide proof compliance with all FAA rules. In addition, operation of a UAS by a third party or recreational user over College property must be under a contract which holds the College harmless from any resulting claims or harm to individuals and damage to College property and provides insurance as required by the College.

*Reference: Board Policy 6310*

*Reviewed, revised and approved by Senior Staff: 6-8-2021*