

UWL Unmanned Aircraft Systems (Drones) Use Checklist

Utilize this checklist to ensure that operators have met all requirements to operate an unmanned aircraft system (UAS) or “drone” while on University of Wisconsin-La Crosse (UWL) lands or the air space above UWL lands.

Name of UAS activity or event: _____

Date of activity or event: _____

Location of UAS activity: _____

Name of Operator: _____

Use of the UAS is by:

University employee or student for university-related activity or research

Third party

Hobbyist

Operator properly trained in UAS operation. Responsible Dept.: _____

** University employee, student, or unit purchasing a UAS (or parts to assemble a UAS), or UAS services with university funds or funds being disbursed through a university account, or grant funds, must contact Risk Management and provide proof of a Part 107 license as Remote Pilot Certificate or other proof of FAA approval

** Third parties or hobbyists planning to use a UAS must:

Provide proof of a Part 107 Remote Pilot Certificate or other proof of FAA approval

Be under a contract which holds the university harmless from any resulting claims or harm to individuals and damage to university property

Provide Risk Management with certificate of insurance meeting requirements: General Liability = \$1,000,000 per occurrence; Aircraft Liability = \$1,000,000

** Employees or students using his/her personally owned drone for university business must provide proof of insurance as their personal insurance coverage is primary

Drones operated near residential buildings must remain 100 feet from the building or contact Housing 24 hours in advance of flight and receive approval to be closer the building.

**** Must be submitted with completed checklist for approval, if applicable**

Approval of UAS Activity:

Risk Management: _____ Date: _____

Police Department: _____ Date: _____

Housing, if applicable: _____ Date: _____