

**Provo City School District**  
**Policy Series 4000: Curriculum, Instruction & Assessment**



**4090 P2**

## **Drone Use**

The following procedure outlines the steps that must be followed for any person or organization for operate a drone on district property.

In most circumstances, any and all operations of drones will be handled by the Communication Department of Provo City School District. For any other circumstance, the following steps must be followed.

1. Complete Policy 4090 F1 and submitting the completed form to the Coordinator of Communications and Public Relations. Hard copy or electronic versions of the completed form will be accepted.
2. All requests must be submitted at least 48 hours in advance
3. Provide a valid certificate of insurance to use your UAS on campus.
4. All photos/videos taken will become the property of the District;
5. Call the AirMed flight operations center 30 minutes before flight and at the conclusion of your flight (801-321-1234)
6. Call the Provo Municipal Airport Air Traffic Control Tower 30 minutes before your flight at 801-377-1760
7. Confirm environmental compliance with FAA standards ([https://www.faa.gov/uas/where\\_to\\_fly/airspace\\_restrictions/](https://www.faa.gov/uas/where_to_fly/airspace_restrictions/))
8. Confirm you are not invading "no-fly zones" ([https://www.faa.gov/uas/where\\_to\\_fly/no\\_drone\\_zone/](https://www.faa.gov/uas/where_to_fly/no_drone_zone/))
9. Review and confirm compliance with Small UAS Rule (Part 107) ([https://www.faa.gov/uas/media/Part\\_107\\_Summary.pdf](https://www.faa.gov/uas/media/Part_107_Summary.pdf))
10. Download and install B4UFLY Mobile App for up-to-date flight rules and regulations ([https://www.faa.gov/uas/where\\_to\\_fly/b4uflly/](https://www.faa.gov/uas/where_to_fly/b4uflly/))
11. Notify all applicable agencies as outlined by the FAA based on your flight path (air traffic control centers, air ports, local authorities, etc.)

Adopted: February 25, 2019