



## **KSU Owned Drone/UAS Requirements & Procedures**

If your department plans to purchase and/or operate a Drone/UAS (Unmanned Aerial System) or have already done so, please make sure take the following steps:

1. Review and comply with KSU Policy related to Drone/UAS registration & operation located at: <http://police.kennesaw.edu/uas/index.php>
2. **BEFORE** you operate your Drone/UAS, provide the following information and documentation to the KSU Office of Insurance & Risk Management ([riskmanagement@kennesaw.edu](mailto:riskmanagement@kennesaw.edu)):
  - a. Complete the attached risk management registration form.
  - b. Manufacturer, Model Number, Serial Number of the unit
  - c. Copy of the specifications information from the manufacturer's manual. This information includes dimensions, weight, features, etc. required by the State.
  - d. Copy of the Purchase Order, Invoice and any additional purchasing documentation related to the purchase and value of the unit.

All of this is required in order to cover the operation of the Drone/UAS through the State of Georgia Liability Insurance Program. Remember that these units can easily cause injury or damage to people and property therefore they must be properly insured before they are even unpacked.



## Unmanned Aerial System (UAS) / Drone Notice of Purchase – KSU Owned

|                             |   |
|-----------------------------|---|
| Date of Purchase            | Department  |
|                             |   |
| Department Contact Name     | Department Contact Email  |
|                             |   |
| Manufacturer Name           | Model No. / Name  |
|                             |   |
| Serial Number               | Specifications (Attach Copy)                                    |
|                             | <i>Attach copy of Manufacturers Specifications to this form</i> |
| Purchased from              | Cost (\$USD)  |
|                             |   |
| PeopleSoft Asset No.        | KSU Property Tag No.  |
|                             |   |
| Date Registered w/ FAA      | FAA Registration Number   |
|                             |   |
| FAA Certificate Holder Name | FAA Certificate Holder Department                               |
|                             |   |

Send this form with the below documentation to [riskmanagement@kennesaw.edu](mailto:riskmanagement@kennesaw.edu) and [oem@kennesaw.edu](mailto:oem@kennesaw.edu):

1. Copy of the specifications information from the manufacturer's manual.
2. Copy of the Purchase Order, Invoice and any additional purchasing documentation related to the purchase and value of the unit.