



Drones

Village of Vernon Hills | Drone Policy 2019

The Village of Vernon Hills, in the interests of enacting policies governing the operations of unmanned aerial vehicles, has created a policy and procedure to provide oversight for the usage of drones or other unmanned aerial systems (UAS) whether personally owned or Village owned by Village staff. Nothing in this policy will subordinate the Personnel Rules, IT Policy, or other General Orders as may be assigned by a Department Head or Supervisor.

In order to utilize a Drone for Village purposes, the following information must be approved by the employee supervisor / Department Head.

Contact Information

Name

Department

UAS Information

UAS Type:

Has the UAS
been registered
with the FAA?

Yes
No

UAS Make/Model:

UAS Serial #:

UAS Value (\$):

UAS Weight:

UAS FAA
Registration #:

UAS Rotor /
Wingspan:

Check all that apply.

Purpose of
Use:

- Aerial Photos
- Police Search & Rescue
- Mapping / GIS
- Other
- Inspections
- Special Events

Check all that apply.

Area of Operations:	Industrial Open Space Other	Residential	Commercial
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Operating Procedures

1. Employee must clearly identify flight path prior to usage of any UAS.
2. Flights conducted out of visual range may not be over any roadway or residential or commercial property.
3. Flight operations during inclement weather are prohibited, and must be conducted during the months of April 1 through December 1. Allowances may be made by the Village Manager.
4. Unmanned aircraft may not operate over any persons not directly involved in the operation.
5. Must yield right-of-way to other aircraft, manned or unmanned.
6. All UAS operated at a maximum airspeed of 100 mph (87 knots) or less.
7. All UAS operated at a maximum altitude of 400 feet above ground level or less.
8. Preflight inspection performed by the operator prior to each flight.
9. A person may not operate an unmanned aircraft if he or she knows or has reason to know of any physical or mental condition that would interfere with its safe operation.
10. Operator must be able to provide FAA Certification #.
11. Employee must notify the Village of any FAA violations or accident.
12. Any personally owned aircraft must be covered by an insurance policy in which the Village is named as an additional insured. Other satisfactory proof of coverage may be required by the Village.
13. All UAS operations must be within the scope of the operators' employment with the Village.
14. All UAS must be safely stored, kept mission ready, and accessible to appropriate Village staff in the event of an emergency.

Employee acknowledges that failure to follow this policy will result in disciplinary action, up to and including termination.

Employee
Signature

Date