

**APPLICATION FOR
PILOTING DRONES OR UNMANNED AIR VEHICLES (UAV's)
FOR ONTARIO TECH RESEARCH OR EDUCATIONAL PURPOSES**
(Please allow for a minimum of **14 working days** to process this application by Risk Management)

Name of Applicant (must be an employee or student): _____

Email: _____ Phone Number: _____

Full Address: _____

Department/Faculty: _____ Phone Number: _____

Supervisor's Name (must complete if student is applicant): _____

PLEASE ANSWER THE FOLLOWING:

1. What is the purpose for the use of the UAV? _____

2. Research project's name, where is the UAV being used? _____

3. Who is the Principle Investigator of the research project? _____

4. Provide the start and stop dates and times when the UAV is to be used: _____

5. Provide the proposed location where the UAV is to be used: _____
 Permitted Interior Location Permitted Exterior Location Other: _____
6. Who will be present in the area of flight (other than the researcher)? _____

7. List the equipment that will be attached to the UAV: _____

8. What is the maximum takeoff weight, including all attached equipment, of the UAV? _____

THE NON-RECREATIONAL PILOTING OF DRONES, UAV'S OR ANY OTHER FLYING OBJECT LAUNCHED FROM ONTARIO TECH PROPERTY ARE GOVERNED BY LEGISLATION AND UNIVERSITY RISK MANAGEMENT REQUIREMENTS. THESE INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- a. **For any proposed UAV launch within the ONTARIO TECH Permitted Exterior Location you must have:** An Advanced Operations Pilot Certification
- b. A drone that is legally registered with Transport Canada
- c. A completed Flight Review provided by Transport Canada

1. RISK MANAGEMENT REQUIREMENTS FOR ALL UAV OPERATIONS:

- a. You must read and understand all of the legislation, rules and regulations that apply to your Pilot Certificate – Advanced Operations,
- b. **Only UAV's that are the property of ONTARIO TECH or those that are formally leased/loaned to ONTARIO TECH under contract with another company may be used for these purposes.** Privately owned UAVs cannot be covered under the university's insurance, nor can they be used for university research purposes.
- c. You are required to always have the following documents with you while piloting such aircraft:
 - i. A copy of the Pilot Certificate - Advanced Operations, Flight Review, Certificate of Registration
 - ii. Certificate of Insurance (proof of liability insurance coverage)
 - iii. The pilot's name, address and telephone number
 - iv. A copy of the UAV system operating limitations
- d. All individuals piloting UAVs on behalf of the ONTARIO TECH must request a Certificate of Insurance through the Office of Risk Management in order to operate the UAV. Certificates of Insurance may only be requested by Employees, who may also complete the request on behalf of a student in their department to accompany the Request for Certificate of Insurance.
- e. If a student is intended to pilot the aircraft, they must be registered as a student in the semester in which they will be piloting the aircraft, and they must have a supervisor indicated on this form.
- f. The pilot is responsible to ensure that they are appropriately trained to pilot such craft, that the UAV is maintained appropriately according to manufacturer's specifications and that the UAV is checked prior to each use to ensure that it is in a fit and safe state for use.
- g. You may only fly the UAV on the ONTARIO TECH Permitted Location(s).

AS THE PILOT OF THE UAV FOR RESEARCH PURPOSES

- _____ 1. I understand that it is my responsibility to read, understand and adhere to all requirements regarding my use of the UAV.
Initials
- _____ 2. I will ensure that I always have the required documentation with me while piloting the UAV.
Initials
- _____ 3. I will report any situations that may arise during my operation of the UAV, where the vehicle has impacted any individuals or property during such operations, to the Office of Risk Management and Security as soon as possible.
Initials
- _____ 4. I will communicate 24 hours in advance of a flight with Risk Management and Office of Campus Infrastructure and Sustainability as a reminder of flight testing.
Initials
- _____ 5. I will, before piloting the UAV, call Campus Security at (905) 721-8668 ext. 2400 and call the Oshawa Airport (905) 576-2398 for permission. Upon receiving permission, I may begin my launch. Upon completing the last flight of the day, I will again call Campus Security at (905) 721-8668 ext. 2400 and call the Oshawa Airport (905) 576-2398 advising them of completion.
Initials
- _____ 6. I agree not to fly the UAV higher than 400 feet.
Initials
- _____ 7. I agree to be in compliance and respect of privacy at all times.
Initials
- _____ 8. I understand that the penalty from Transport Canada, if the legislation is not adhered to, may result in a fine to me between \$3,000 and \$18,000.
Initials

_____ Signature of Applicant _____ Date

IF APPLICANT IS A STUDENT, THE SUPERVISOR MUST COMPLETE THE FOLLOWING:

_____ Signature of Supervisor _____ Date

_____ Signature of Dean/Vice-President _____ Print Name

_____ Date

Following completion, submit this form and supporting documentation to: Office of Risk Management, Jacquelyn Dupuis
Copy 1: Security Services, John Neil
Copy 2: Office of Campus Infrastructure & Sustainability, Ken Bright
Copy 3: Durham College, Joe Major
Copy 4: Durham College, Cheryl Gilroy

_____ Signature of Director, Risk Management _____ Date

_____ Signature of Director, Office of Campus Infrastructure and Sustainability _____ Date

_____ Signature of Vice-President, Administration _____ Date