



**Stan Ard – Surveyor Administrator**

## Section 30: Location & Survey Uncrewed Aircraft Vehicle (UAV)

### I. PURPOSE

Louisiana Department of Transportation and Development has created UAV policy which requires each individual section of the department to further define policy and or procedure for that sections acquisition, operation and authorized use of UAV.

The Location and Survey section will adhere to Federal Aviation Administration 14CFR Part 107 rules, department policy and manufacturer recommendations regarding, but not limited to: airworthiness of the UAV, documentation of use of the UAV and tracking of time life limited parts, maintenance requirements, operation of the UAV, and the registration of UAV.

The Location and Survey section may elect to use these systems for authorized purposes such as, but not limited to:

- Aerial photography
- Asset inspections
- Bridge inspections
- Construction area data collection
- Construction site surveillance
- Dam inspections
- Disaster response
- Drainage projects
- General mapping projects
- Incident management
- Levee inspections
- Light detection and ranging (LiDAR) collections
- Material stockpile calculations
- Public outreach
- Right of way and field investigations
- Thermal imaging
- Traffic monitoring
- Training exercises

Location and Survey employees are prohibited from using privately owned UAVs in the conduct of department business or on department time. Location and Survey employees are similarly prohibited from using DOTD owned UAVs outside the scope of employment.

### II. PROCUREMENT

Procurement of UAVs shall be in accordance with DOTD UAV Manual, whereby the UAV shall be found on the UAV federally approved “Blue UAV Cleared List” or in compliance with the National Defense Authorization Act drone procurement guidelines. Drones not listed in the aforementioned locations will follow Department policy and require Secretary approval. All UAVs will be registered to the State of Louisiana and Department of Transportation & Development and within the Location and Survey section. Additionally, the UAV specialist will report newly procured UAVs to the Aircraft Fleet Command Pilot.

### III. OPERATION

All flights shall be documented and maintained through the LADOTD – UAV Use Authorization App provided and maintained by the Location and Survey section, as well as through printed job and flight time documents to track jobs, weather, UAV system and various other component use times; following department record retention policy and schedule for documents created and utilized for equipment, pilots and observers. In the event of inaccessibility to the LADOTD – UAV Use Authorization App, physical documentation should be maintained as a substitute for LADOTD – UAV Use Authorization App flight documentation.

A DOTD UAV Accident Report shall be completed by the PIC in the event of an accident or incident. A completed DOTD UAV Accident Report shall be submitted to the Aircraft Fleet Command Pilot within ten (10) business days of accident or incident

All storage, payload guidelines, maintenance procedures, and UAV checklists will follow manufacturer specific instruction as well as FAA regulations and the LADOTD UAV Manual.

All Location and Survey pilots in command (PIC) and visual observers (VO) shall be trained in accordance to FAA Part 107 regulations annually. Additionally, PIC and VO shall adhere to UAV and payload manufacturer recommended training. Flight hours and pilot experience will be updated quarterly by each PIC and submitted annually to the Department Fleet Command Pilot.

#### IV. RECORD RETENTION

Records shall be maintained in accordance with the Location and Survey record retention schedule. Record retention schedule can be found on the [Intranet](#) by selecting Enterprise Support Services hyperlink under Management & Finance, Records Management, Retention Schedules, the spreadsheet titled '02 DOTD Retention Schedule – Section Guide' and selecting Section 30.

#### V. Additional Contact Information:

State of Louisiana - Department of Transportation & Development  
1201 Capitol Access Road  
Section 30, 2<sup>nd</sup> Floor, 204-OO  
Attn: Aircraft Fleet Command Pilot  
Baton Rouge, LA 70802  
Office: (225) 379-1106