



Location & Survey Section
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Stan Ard – Surveyor Administrator



Section 30: Location & Survey - UAV Policy

PURPOSE

The Location & Survey section will adhere to Federal Aviation Administration 14 CFR Part 107 rules, the department manual and the manufacturer's recommendations regarding operations of the UAV. We may elect to use these systems for authorized purposes, such as but not limited to the following. Aerial LiDAR/ Photography/ Video data collection, Asset inspections, Bridge inspections, Construction area data collection, Construction site surveillance, Dam inspections, Disaster response, Drainage projects, General mapping projects, Incident-management, Levee inspections, Material stockpile calculations, Public outreach, Right of way and field-investigations, Thermal imaging, Traffic monitoring, and Training exercises.

PERSONNEL

All section pilots, Pilot in Command (PIC) and visual observers (VO), shall be FAA Part 107 licensed remote UAS pilots. They will maintain their certification by performing recurrent on-line training through the FAA website annually. Additionally, we require that the FAA T.R.U.S.T. training is completed annually. Other non-licensed department personnel may be utilized in ancillary/support roles and in order to conduct operations or for training that might be necessary.

PROCUREMENT

Procurement of UAVs shall be in accordance with the recommendation found within the DOTD UAV Manual.

OPERATION

Appropriate pre-flight planning will be conducted to ensure that the area of interest (AOI) for specific projects have been evaluated with respect to our right of way, adjacent land owners and land use, as well as vetting for potential hazards to the UAV or personnel with respect to obstacles, interference considerations, and potential physical and airspace access limitations during the proposed collection time frame.

Flights shall be conducted with the intent and scope of the desired product for the project in mind, as well as, conducted with safety for the general-public, personnel and equipment.

Post-flight procedures shall include the physical inspection of equipment utilized as well as the collection, securing and storage of any ancillary equipment used. Finally, documentation of relevant information, either digitally or manually shall be made through appropriate section personnel.

Approval to deviate from the DOTD UAV Manual and this sections policy may be allowed by the Survey Administrator during declarations of emergencies and/or specific events.

EMPLOYEE RESPONSIBILITY

Additionally, PIC and VO shall adhere to UAV and payload manufacturer recommended training and guidelines, maintenance procedures, and checklist and shall follow appropriate instructions and recommendations as well as the LADOTD UAV Manual and FAA Regulations.

Flight hours and pilot experience will be updated annually by each PIC and VO and submitted to the Department Aircraft Fleet Command Pilot.

The PIC and/or VO, shall log the job number, name and/or description of work, as well as, the weather conditions at time of collection, any relevant notes on the UAV system, battery and other components as part of their "documentation of relevant information" and flight or use times shall be documented.

In the event of an accident or incident, the PIC will use the DOTD UAV Accident Report to submit relevant information as required.

RECORD RETENTION

The 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.