



Loan Program Agreement -- Drone

Kansas LTAP has established its Equipment Loan Program for all local government agencies throughout Kansas. The Program provides interested cities, counties and townships with hands-on training on how to use this equipment. Some local agencies do not have the resources to own equipment needed to perform traffic studies or reduce the speed on a segment of road. By providing a drone through LTAP, agencies will have **free access** to good equipment that will allow them to achieve their goals. Local agencies are encouraged to take advantage of this item as a way of saving money versus purchasing equipment that may only be needed for a short time. In addition, by using the same types of technology throughout the state, the information gathered will be consistent and compatible across local agencies.

Responsibilities of LTAP

- Provide a drone to a local government agency for a maximum period of one month
- Provide all materials necessary for the task
- Provide hands-on training on how to fly and how to download the collected data
- Consult with the agency to determine the optimum locations for data collection
- Maintain the drone in good working condition

Responsibilities of Local Agencies Borrowing the Equipment

- Provide a certified drone pilot to implement the task
- Follow all Federal Aviation Administration (FAA) (for more information, check <https://www.faa.gov/uas/>) and the State of Kansas's instructions related to using drones
- Consult with LTAP to determine the optimum locations for data collection
- Fill out an online Request Form indicating the locations and time frame for data collection
- Pick up and return the drone and any extra materials from LTAP in Lawrence, if applicable
- Download all data collected and share it with LTAP
- Maintain the drone in a secure and locked location at all times when the equipment is not in use
- Operate the equipment in accordance with any operating instructions issued for its and for the purpose it was designed
- Return the equipment in a clean and serviceable condition
- If the equipment is stolen, the agency will file a police report and provide a copy of the report to Kansas LTAP.
- Use reasonable care in the placement and use of the equipment to promote the safety of equipment users and the traveling public.

LTAP will take requests from agencies online at <https://kutc.ku.edu/equipment-loan-program>. Agencies will be required to provide an estimated length of use (a maximum of two months) and schedule a return of the equipment. A waitlist will be maintained and the equipment will be available to the next agency on the list once it has undergone any required maintenance.

A copy of this agreement will be provided to all borrowing agencies. A signature will be required from the borrowing agency at the time the counters are picked up, recognizing LTAP's expectations for proper use and handling. If the drone is reported lost, stolen, or damaged, the borrowing agency shall reimburse LTAP for the cost of a replacement. Neither LTAP nor the borrowing agency shall be liable for any negligent or wrongful act or omission of the other party. This Agreement does not enlarge or diminish any obligation or duty owed by one party to any third party; there are no third-party beneficiaries to this Agreement.

Received (1) Drone: _____ Date: _____
Agency Representative