

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities
AREA: Facilities Management and Maintenance Information

Number: 09.04.02

SUBJECT: Bicycles and Scooters on Campus

I. PURPOSE AND SCOPE

The purpose of this document is to explain bicycle and scooter registration on campus, regulate bicycle and scooter on-campus operation and parking, describe pick-up of abandoned and seemingly abandoned bicycles and scooters, and detail procedures for the removal of bicycles and scooters impeding access to and egress from buildings. This includes roles and responsibilities of bicycle and scooter owners on campus, Parking and Transportation Services, and the University of Houston Fire Marshal's Office. For the safe operation of vehicles not covered by this policy, please review [SAM 01.C.15 – Pedestrian Safety](#).

II. POLICY

The University of Houston is committed to ensuring a safe and proficient physical environment in support of students, faculty, staff and visitors. This includes maintaining areas across campus that accumulate parked and possibly abandoned bicycles and scooters.

III. DEFINITIONS

- A. Abandoned Bicycles and Scooters - A bicycle or scooter that may have a flat tire or inoperable parts or otherwise not able to be ridden or whose owners do not respond after being officially tagged for three weeks.
- B. Access - Any path of travel, either exterior or interior, that provides access into and throughout a facility or therefrom. This would include, but shall not be limited to, interior and exterior walkways, stairs, stairwells, ramps, and corridors.
- C. Accessible Route - A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access spaces, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.
- D. Bicycle and Scooter Owners - Students, faculty and staff who own or lease a bicycle or scooter and choose to bring it on campus.
- E. Egress - Any path of travel used to exit a building including, but shall not be limited to, interior and exterior walkways, stairs, stairwells, ramps and corridors.
- F. Egress, Means of - A continuous and unobstructed way of exit travel from any point in a building or facility to a public way. A means of egress consists of vertical and/or horizontal travel; also may include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, horizontal exits, courts and yards.

- G. Obstruction - Any item that interferes with the normal flow of pedestrian traffic in a facility access or egress path. This would include, but shall not be limited to, items such as bicycles chained to handrails, motorcycles parked in facility entrance areas, office furnishings, laboratory equipment, boxes of books, and any other items that might hinder access or egress.
- H. Repeated Violations - When an item has been issued an Access/Egress Violation and is removed within 24 hours, but the item is repeatedly returned to the same location or a similar location so as to cause an obstruction.
- I. Scooter - A small, lightweight device that is operated while standing and consists of a narrow footboard mounted between or atop two wheels tandem that has an upright steering handle attached to the front wheel, and that is capable of being moved by pushing with one foot. Scooters may be electric only, electric assist, or analog.
- J. UHFMO - University of Houston Fire Marshal's Office, part of Campus Safety (713-743-5858).

IV. REGISTRATION OF BICYCLES AND SCOOTERS ON CAMPUS

- A. Prior to parking a bicycle or scooter on campus, every bicycle or scooter owner should register them with Parking and Transportation Services. This registration process is free. Information on the registration process can be found at [Bicycle registration - University of Houston \(uh.edu\)](#). Registering a bicycle or scooter assists with identification of the owner in the event of a theft so that recovered bicycles and scooters can be returned to the owner. Registration also helps when proof of ownership is needed.
- B. Parking and Transportation Services will encourage, promote, and build awareness regarding registration of bicycles and scooters on campus.

V. OPERATION OF BICYCLES AND SCOOTERS

- A. Operators of all bicycles and scooters (motorized or otherwise) must operate their devices in a safe manner at all times. This means they must practice courteous defensive riding, travel at safe speeds, and maintain control at all times.
- B. Operators of all bicycles and scooters (motorized or otherwise) must yield the right-of-way to pedestrians at all times.
- C. Operators of all bicycles and scooters (motorized or otherwise) must obey all rules of the road, including traffic signs and signals, and must follow all applicable state and local laws and ordinances.
- D. No bicycle or scooter operator on campus, including sidewalks, bike paths, and shared use paths, should exceed a speed that is reasonable and prudent, or take action that endangers property or the safety of any person. Users must consider the number of pedestrians or other devices present, visibility, traffic, weather, and surface conditions that exist at the time.
- E. Reckless or negligent operation of all bicycles and scooters (motorized or otherwise) on any part of campus is prohibited.

VI. AREAS DESIGNATED FOR BICYCLE AND SCOOTER PARKING

- A. Bicycles and scooters must be parked and locked only to designated bicycle parking racks and scooter parking areas.
- B. If bicycles and scooters are tied to, locked to, fastened to or leaning on other items outdoors such as light poles, trees, benches, stairwells, fencing, etc., they are subject to removal.
- C. Bicycles and scooters are not allowed inside buildings unless stored in an approved building location for this activity (office, storage room, residence hall room) or while being transported to these locations. Bicycles and scooters found inside building common areas, such as building lobbies or stairwells, are subject to removal.
- D. New building construction and major building and public space renovation projects on campus shall include new bike racks in compliance with University Design Guidelines maintained by Facilities Planning and Construction.

VII. REPAIRS FOR BICYCLES AND RACKS

- A. In an effort to keep bicycles working properly and from becoming abandoned, repair stations are located on campus.
- B. Parking and Transportation Services will encourage, promote, and build awareness regarding repairs of bicycles through various outreach programming.
- C. If a bicycle rack needs a repair, please contact FIXIT through the 4 Ways to FIXIT (<https://uh.edu/facilities-services/services/fixit/>).

VIII. BICYCLES AND SCOOTERS IMPEDING ACCESS AND EGRESS FROM BUILDINGS

- A. Access and egress paths shall be free from any and all obstacles that may hinder normal traffic flow.
- B. Handrails and guardrails shall be kept free and clear and shall not be used to secure bicycles, scooters, or any other object that might interfere with or hinder normal pedestrian traffic flow.
- C. The University will not be responsible for any locks, chains, and/or cables etc. that may be removed, nor for any damage or loss that may result from the removal and storage of the bicycle(s) and scooter(s). Individuals shall be responsible for all costs of removal and storage.
- D. To report obstacles to access and/or egress paths, contact the UHFMO to investigate the matter.
- E. UHFMO will investigate all reports of obstacles to access and/or egress paths upon receipt of a complaint call, hazard report or personal observation by a UHFMO staff member.
- F. A written warning will be attached to the bicycle or scooter advising that the item is an obstruction and should be removed within 24 hours. If the bicycle or scooter has not been removed, a second written warning will be issued with a statement that if the item is not removed within 24 hours, it will be removed and placed in storage at the UH Tow Lot. Repeated violations within a 24-hour period will result in the bicycle or scooter being removed by the UHFMO and placed in the UH Tow Lot.

- G. UHFMO shall have the authority to remove any bicycle or scooter that, in their opinion, poses an immediate danger to the occupants of the facility.

IX. ABANDONED BICYCLE AND SCOOTER CLEAN-UP

- A. Abandoned and nonfunctional bicycles and scooters should be reported to Parking and Transportation Services at parking@uh.edu.
- B. Parking and Transportation Services will designate a time period at least once a year to tag bicycles, scooters, and other items attached to bicycle racks (including locks) around campus that appear abandoned.
- C. Tagging and pick-up dates will be published and distributed through electronic notifications.
- D. Tags placed on seemingly abandoned bicycles and scooters will serve as the notice to the bicycle and scooter owners. Collection will begin approximately three weeks after notification.
- E. During the designated pick-up dates, the bicycles and scooters will be removed. They will then be stored for 60 days if not registered and 90 days if registered. Parking and Transportation Services will make every attempt (registered letter, phone call, e-mail) to alert a registered bicycle or scooter user about the removal and resolve the situation before donating, disposing, or selling the bicycle or scooter.
- F. If there are questions prior to or during the tagging process, they should be directed to Parking and Transportation Services.

X. DISPOSAL OF REMOVED BICYCLES AND SCOOTERS

- A. If removal is deemed necessary, the University will not be responsible for any locks, chains, and/or cables, etc. that may be removed, nor for any damage or loss that may result from the removal and storage of the bicycle(s) or scooters. Individuals shall be responsible for all costs of removal and storage.
- B. After the bicycles and scooters have reached disposal maturity date, it is at the discretion of Parking and Transportation Services to donate, dispose, or sell the property.
- C. All questions after removal of items should be directed to Parking and Transportation Services.

XI. COMPLIANCE

The campus seeks to secure compliance of this policy by establishing a culture of cooperation, courtesy, and mutual respect for the safety of each individual in the community. Measures to enforce the regulations in this policy may include warning notification, impoundment, citation, and/or immobilization (“booting”).

XII. REVIEW AND RESPONSIBILITY

Responsible Parties: Senior Associate Vice President for Administration

Review: Every five years

XIII. APPROVAL

/Raymond Bartlett/

Senior Vice President for Administration and Finance

/Renu Khator/

President

Date of President's Approval: August 10, 2023

XIV. REFERENCES

[SAM 01.C.07 – Safety Administration](#)

[SAM 01.C.15 – Pedestrian Safety](#)

[MAPP 07.01.04 – Disposition of Lost and Found Personal Property](#)

[4 Ways to FIXIT](#)

[Bicycle registration](#)