I. PURPOSE AND SCOPE

The purpose of this document is to explain bicycle and scooter registration on campus, regulate bicycle and scooter parking on campus, describe pick-up of abandoned and seemingly abandoned bicycles and scooters, and detail the removal of bicycles and scooters that impede access to and egress from buildings. This document also outlines policies related to the operation of scooters and bicycles and scooters on campus. This includes the roles and responsibilities of the bicycle and scooter owners on campus, Facilities/Construction Management, University of Houston Police Department, the Office of Sustainability, Parking and Transportation Services, Human Resources, Academic Deans, the Dean of Students Office, and the University of Houston Fire Marshal's Office.

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 bicycles whose owners do not respond after being officially tagged for three weeks by UHPD and FS.

B. Bicycle- and Scooter Owners – Students, faculty and staff that own or lease a bicycle or scooter and choose to bring it on campus.

C. F/CM – Facilities/Construction Management, a department of the Administration and Finance division that includes Facilities Services and Facilities Planning & Construction.

D. FS – Facilities Services, an area of the Facilities/Construction Management department (713-743-4948).

E. A. UHPD – University of Houston Police Department (713-743-3333 non-emergency phone number).

F. 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.

G. Accessible Means of Egress - A path of travel usable by person(s) with a mobility impairment that leads to a public way or an area of refuge.
D. 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.

Bicycle and Scooter Owners – Students, faculty and staff that own or lease a bicycle or scooter and choose to bring it on campus.

H.E. 

I.F. 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.

G. 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.

H. F/CM – Facilities/Construction Management, a department of the Administration and Finance division that includes Facilities Services and Facilities Planning & Construction.

FS – Facilities Services, an area of the Facilities/Construction Management department (713-743-4948).

UHPD – University of Houston Police Department (713-743-3333 non-emergency phone number).

J. 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.

Office of Sustainability – University of Houston Office of Sustainability, the office dedicated to improving campus sustainability through education, collaboration and championing of ideas.

K. 

L. 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.

M. UHFMO - University of Houston Fire Marshal’s Office, part of Campus Safety (713-743-5858).

M. N. UHPD – University of Houston Police Department (713-743-3333 non-emergency phone number).
N.A. Office of Sustainability – University of Houston Office of Sustainability, the office dedicated to improving campus sustainability through education, collaboration and championing of ideas.

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 the bicycle with UHPD Parking and Transportation Services. This registration process is free. Information on the registration process can be found at-at Bicycle registration - University of Houston (uh.edu)http://www.uh.edu/police/bike_registration.html. Registering a bicycle and 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. The Office of Sustainability will work with UHPD and FS to 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.

B. Operators of all bicycles and scooters (motorized or otherwise) must yield the right-of-way to pedestrians at all times.

C. Operators must obey all rules of the road, including traffic signs and signals, and must follow all applicable state and local laws and ordinances.

D. 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 are required to be parked and locked only to designated bicycle parking racks.

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. Bicycles and scooters found inside buildings are subject to removal.

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. (http://www.uh.edu/biking)

B. The Office of Sustainability will also work with UHPD and FS to encourage, promote, and build awareness regarding repairs of bicycles through various outreach programming.
C. If a bicycle rack needs a repair, please contact FS through the FIX-IT Customer Service Center at 713-743-4948.

VII. BICYCLES AND SCOOTERS IMPEDING ACCESS AND EGRESS FROM BUILDINGS

A. Access and egress paths shall be free from any and all obstacles that which 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 which 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 which may be removed, nor for any damage or loss that which 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, handle the violation in accordance with Section VII of this policy, and may report the staff, faculty, or student under Section X.

D. 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.

E. A warning will be attached to the bicycle or scooter advising that the item is an obstruction and should be removed within 24 hours. This warning will be in writing. If the bicycle or scooter has not been removed, a second warning in writing will be issued with a statement that the if the item has not been is not removed within 24 hours, it will be removed and placed in storage at the UHPD’s Lost and Found. Repeated violations within a 24-hour period will result in the bicycle or scooter being shall be removed by the UHFMO and placed in UHPD Lost and Found.

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

F. 

IXVIII. ABANDONED BICYCLE AND SCOOTER CLEAN-UP

A. FS and UHPD and FS will designate a time period at least twice a year to tag bicycles, scooters, and other items attached to bicycle racks (including locks) around campus that appear abandoned.

B. Tagging and pick-up dates will be published on the Facilities Services website and distributed through electronic notifications. (http://www.uh.edu/facilities-services)

C. Tags placed on abandoned bicycles and scooters will serve as the notice to the bicycle and scooter owners. Collection will begin approximately three weeks after notification.
C. To report obstacles to access and/or egress paths, contact the UHFMO to handle the violation in accordance with Section VII of this policy, and may report the staff, faculty, or student under Section X.

D. During the designated pick-up dates, the bicycles and scooters will be removed by UHPD and FS. They will then be stored for 60 days if not registered and 90 days if registered with UHPD. UHPD will make every attempt (registered letter, phone call, e-mail) to alert a registered bicycle or scooter user if the bicycle or scooter is located at UHPD Lost and Found and resolve the situation before donating, disposing, or selling the bicycle or scooter.

E. If there are questions prior to or during the tagging process, they should be directed to FS through the FIX-IT Customer Service Center at 713-743-4948.

IX. 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 UHPD to donate, dispose, or sell the property.

C. All questions after removal of items should be directed to UHPD Records Division at 713-743-3333 during regular business hours.

XI. COMPLIANCE

A. 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.

B. Individuals may first seek compliance by respectfully informing any person who is creating an obstacle to campus pathways, hindering campus pedestrian traffic flow, and is observed to be operating a bicycle or scooter in an unsafe manner. An individual wishing to report a violation should follow procedures outlined in Section C, “Reporting Violations.”

C. Reporting Violations—To report a staff, faculty or student in violation of this policy, refer to the associated numbered section below:

1. Staff — Human Resources will work in collaboration with the staff member’s supervisor to address any alleged violations of this policy in accordance with MAPP 02.04.03 (Dismissal of Staff Employees). Repeated violations may result in corrective action up to and including termination of employment.

2. Faculty — Faculty Affairs will work in collaboration with the appropriate dean to address any violation of this policy when the alleged violation is related to a faculty member. Discipline for repeated violations may include corrective action up to and including termination of employment.

3. Students — The Dean of Students Office will handle any violation in accordance with the Student Code of Conduct, when the alleged violation is related to a student.
C. Staff – Human Resources will work in collaboration with the staff member’s supervisor to address any alleged violations of this policy in accordance with MAPP 02.04.03 (Dismissal of Staff Employees). Repeated violations may result in corrective action up to and including termination of employment.

D. Faculty – Faculty Affairs will work in collaboration with the appropriate dean to address any violation of this policy when the alleged violation is related to a faculty member. Discipline for repeated violations may include corrective action up to and including termination of employment.

E. Students – The Dean of Students Office will handle any violation in accordance with https://uh.edu/dos/_files/student-code-of-conduct-21-22.pdf, when the alleged violation is related to a student.

XI. ADDITIONAL RESOURCES

UH Facilities Website http://www.uh.edu/facilities
UH Office of Sustainability Website http://uh.edu/af-university-services/sustainability/
UH Police Department http://www.uh.edu/police
MAPP 07.01.04 - Disposition of Lost and Found Personal Property
SAM 01.C.07 - Safety Administration

XII. REVIEW AND RESPONSIBILITY

Responsible Parties: Senior Associate Vice President for Facilities/Construction Management
UH Chief of Police

Review: Every three-five years on or before November 1

XII. APPROVAL

Jim McShan
Senior Vice President for Administration and Finance

Renu Khator
President

Date of President’s Approval: February 19, 2018

XIV. REFERENCES

UH Facilities Website http://www.uh.edu/facilities
UH Office of Sustainability Website http://uh.edu/af-university-services/sustainability/
UH Police Department http://www.uh.edu/police
SAM 01.C.07 - Safety Administration

February 19, 2018; Last Revised , 2023
REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
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<tr>
<td>1</td>
<td>02/19/2018</td>
<td>Initial issue</td>
</tr>
<tr>
<td>2</td>
<td>02/19/2018</td>
<td>Adding language regarding the responsibility of scooter owners, adding language regarding the safe operation of motorized bicycles and scooters to the policy, revising language to provide details on the current process for registering bicycles and scooters, adding language about the safe operation of bicycles and scooters, and adding a section about compliance.</td>
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