



## **Bicycle Safety and Security Policy**

### **Purpose**

This policy provides rules and regulations concerning the registration, operation, parking, storage, and impoundment of bicycles on property owned or controlled by Hollins University.

### **Definitions**

***Bicycle:*** Defined as a device propelled solely by human power, upon which a person may ride either on or astride a regular seat attached thereto, having two or more wheels in tandem, including children's bicycles, except a toy vehicle intended for use by young children.

### **Applicability**

This policy applies to all Hollins University employees, dependents, students, guests, visitors, and contracted service representatives and to all property owned, leased, operated or controlled by Hollins University.

### **Policy**

Hollins University recognizes there are competing interests within the university community regarding the safe use of bicycles on the campus. Because of the campus layout, it is the current practice that bicycles and pedestrians share many campus sidewalks (meaning all outdoor walkways on campus regardless of how they are surfaced). Pedestrians wish to avoid physical encounters with cyclists, particularly in heavy traffic areas. Cyclists desire bicycle regulations that do not unfairly impair the use of bicycles for transportation on the campus. To balance these and other competing interests, and maintain a safe environment for pedestrians and bicyclists, the University has adopted the following Bicycle Safety and Security Policy and related operational guidelines for all riders in an effort to address the needs of all interested parties.

### **Procedures**

1. All bicycles operated on campus belonging to HU faculty, staff, or students/student guests, must be registered with the HU Security Department. Registration helps Security identify owners of lost, stolen or impounded bicycles and to disseminate safety information. Bicycle registration is free. Unregistered bicycles may be impounded by Security. Bicycles can be registered at the Security Department around-the-clock.
  - a. A serial number is required for registration. A guide is available indicating the areas on a bike where the serial number may be located.
  - b. Bike Permits must be placed on the bicycle frame in a visible place. Please do not cover the serial number with the permit.
2. Cyclists riding in the street are required to comply with motor vehicle traffic regulations. Cyclists should obey traffic signs and always ride in the same direction as motor vehicle traffic. At all stop signs, cyclists must stop and yield the right-of-way to other vehicles and pedestrians already at the intersection.

3. Pedestrians have the right-of-way on sidewalks and in crosswalks. Pedestrians are encouraged to be aware of their surroundings, but it is the cyclist's responsibility to yield to pedestrians.
4. Covered walkways are off-limits to bicycle riding. Because covered walkways have blind intersections and are located in front of building entrances, cyclists must walk their bicycles in these areas of the campus.
5. Cyclists are encouraged to use the streets rather than the sidewalks whenever possible and to walk their bicycles on congested sidewalks. Except for covered walkways and where otherwise posted, bicycle riding is permitted on sidewalks. Every person riding a bicycle on a sidewalk must;
  - a. Ride in a careful and prudent manner;
  - b. Slow to a near walking pace within 10 feet of any pedestrian or building entrance;
  - c. Yield the right of way to pedestrians; and
  - d. Deliver an audible signal before overtaking and passing any pedestrian. Cyclists should keep in mind that a pedestrian may be visually or hearing impaired, infirm, or a campus visitor and a pedestrian may make sudden, unpredictable movement. Accidental collisions may seriously injure pedestrians or other cyclists. A cyclist who strikes someone may be liable for personal injuries and property damage. Cyclists on sidewalks must obey stop signs.
6. Cyclists are strongly encouraged to wear bicycle helmets. A cyclist riding without a helmet does so at his/her own risk.
7. Cyclists are expected to secure their bicycles in the bicycle racks. HU has bicycle racks that are conveniently located throughout the campus. Bicycles shall be parked on campus only in designated racks. Bicycles secured to fences, sign posts, stair railings or locations other than bicycle racks may be impounded. Locks damaged in the removal will be the responsibility of the owner. Unsecured bicycles may be impounded for safekeeping.
8. A bicycle left unattended for an extended period of time in the same location (generally two weeks or more) with any combination of missing parts, flat tires or a rusted chain is presumed to be abandoned and as such will be removed by the HU Security Department. Security will make a good faith effort to contact the registered bicycle owner so that they can claim their bicycle. Bicycles suspected of abandonment will be tagged with a removal end date. Abandoned bicycles will be held by Security for 60 days before they may be disposed of unless prior notification has been made to Security.
  - a. Security is not responsible for the cost of locks, chains, security devices or any other item that may be damaged or destroyed as a result of removing a bicycle. Security has no responsibility or liability to replace or compensate for such items. To retrieve an impounded bicycle, the owner must provide proof of ownership.



- b. In order to manage the number of unattended bicycles on campus, Security will perform a general sweep of campus for abandoned bikes at least twice a year (usually at the end of the fall and spring semesters).
9. The university reserves the right to sell, destroy or otherwise dispose of any removed bike. Due to HU's commitment to sustainability, the university will make a serious effort to recycle all abandoned bicycles. Recycling priorities are the following:
  - a. Abandoned bicycles may be offered to the HU community at no cost following campus announcement;
  - b. Abandoned bicycles may be auctioned to the HU community;
  - c. Abandoned bicycles may be given to a charitable organizations that will use or sell the bicycles;
  - d. Abandoned bicycles may be disposed of as trash.
10. Lost or stolen permits will require a Security incident report and will be replaced free of charge.
11. If you will be leaving a bicycle on the campus for an extended amount of time (full semester or over the summer) you will need to notify HU Security so that the situation can be documented to reduce the risk of impoundment.

### **Sanctions**

Community members violating any rule or regulation of the university may be disciplined under the Standards of Conduct section of the Employee Information Handbook, if an employee, or under the Student Handbook, section on Student Conduct and Social Responsibility, if a student. Violation of these rules and regulations by non-community members may result in removal from campus and/or being barred from future visits to the University.

### **Exclusions**

The requirement to secure bicycles in bicycle racks does not apply to SGA owned bikes distributed for community use; however, those bikes must still be registered with HU Security for identification purposes.

### **Interpretation**

The authority to interpret this policy rests with the Vice President for Finance and Administration, and is generally delegated to the Director of Security.

Effective Date: August 1, 2014