

## Important Notes

Campus Security is located in Botetourt Hall and is open 24/7 and 365 days to register your bicycle.

There is no official 'grace period' when bringing a bicycle onto the campus. Security officers patrol 24/7 searching for bicycle violations.

All student/student guest, employee, and dependent bikes must be registered if operated on campus.

Bicycle helmets are highly encouraged.

Notify HU Security when leaving a bike on campus over the summer.

Use streets rather than sidewalks whenever possible.

Neither the University or the Department is responsible for thefts of bicycles, or damage to locks, chains or other security devices when a bicycle has to be removed.

If you find that your bike is missing, contact Campus Security immediately. It may have been impounded for violation of the policy, or if actually stolen, Security will begin a criminal investigation and summon Roanoke County Police if requested by the owner.

**Please read this summary completely!**

**This will be the ONLY warning given in regards to the University bicycle safety and security policy**

**Failure to read and heed this Summary may result in bike impoundment**



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**HU Campus Security  
Hollins Campus**

7916 Williamson Road  
Box 9525  
Roanoke, VA 24020  
Botetourt Hall

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**HUDCS**

## Bicycle Safety and Security Policy Summary

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- Important Notes

**All bicycles operated or stored on University property MUST be registered with the University through HU Campus Security.**

**HU Campus Security  
Hollins Campus**

540-362-6419

**Security Officers will inspect bicycles found on campus to ensure that owners are in compliance with the policy.**

- **Registration Required**—All bicycles operated on campus belonging to HU faculty, staff, or students/student guests, must be registered with HU Campus Security. 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 serial number is required for registration.
  - ⇒ A guide is available indicating the areas on a bike where the serial number may be located.
- **Liability Statement**—The university assumes no responsibility or liability for the care or protection of any bicycle or it's contents while operated or stored on university property.
- **Placement of Bicycle Permits**—Bike Permits must be placed on the bicycle frame in a visible place.
  - ⇒ Please do not cover the serial number with the permit.
- **Riding in Streets**—Cyclists riding in the street are required to comply with motor vehicle traffic regulations. Cyclists should obey all 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.
- **Pedestrians**—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.

- **Covered Walkways**—Covered walkways are off-limits to bicycle riding. Cyclists must walk their bikes in these areas of the campus.
- **Use of Sidewalks**—Cyclists are encouraged to use streets rather than the sidewalks whenever possible and to walk their bikes on congested sidewalks.
  - ⇒ Ride in a careful and prudent manner; slow to a near walking pace within 10 feet of any pedestrian or building entrance; yield the right-of-way to pedestrians; and deliver an audible signal before overtaking and passing any pedestrian.
- **Bike Helmets Encouraged**—Cyclists are strongly encouraged to wear bicycle helmets. A cyclist riding without a helmet does so at his/her own risk.
- **Bicycle Racks and Locks**—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. 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. 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).
- **Abandonment**—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 HU Campus Security.
  - ⇒ Campus 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.
  - ⇒ Campus 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.
  - ⇒ In order to manage the number of unattended bicycles on campus, 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).
- **Disposal of Abandoned Bikes**—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:
  - ⇒ Abandoned bicycles may be offered to the HU community at no cost following campus announcement; Abandoned bicycles may be auctioned to the HU community; Abandoned bicycles may be given to a charitable organization that will use or sell the bicycles; Abandoned bicycles may be disposed of as trash.
- **Lost or stolen permits** will require a Campus Security incident report and will be replaced free of charge.



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