

# Procedures for Bicycles on Campus



## A. Bicycle Parking, Where Prohibited

Bicycles shall be left, parked, or stored on University property only in areas specifically designated by the presence of racks or other devices designed for bicycle parking or when designated by the posting of signs indicating the space as a "Bicycle Parking Area."

Bicycles shall not be parked or stored in the following locations and are subject to warning, citation, and impoundment:

1. Normal entrance to or exit from any building on the University. This includes hallways, corridors, exits, stairwells, or any area designed and constructed to provide safe passage for building occupants in both normal circulation and emergency exiting from the building.
2. Vehicular or pedestrian passageways on any street, highway, parking lot, parking space, parking lot access, walkway, footpath, building exit, stairwell or sidewalk.
3. In such a condition or location as to be considered abandoned. It may be sold at auction if not claimed within 120 days.
4. Access ramps that interfere with or impede the normal movement of wheelchairs, such as a railing installed for the purpose of assisting the movement of disabled persons.
5. Areas where signs are posted indicating that bicycle parking is prohibited. Such signs will bear the legend "NO BICYCLE PARKING".
6. On any lawn or landscaped area except in those areas designated as a bicycle parking area by the presence of racks or other parking devices or signs indicating the areas as bicycle parking areas. Bicycles parked in designated parking zones may not extend into landscaped areas. (Bicycles may not be parked in any way so as to interfere with the maintenance of landscaped or lawn areas.)
7. Any handrail, tree, shrubbery, door, sign post, telephone pole, lamp post, or other object not maintained or designated for the purpose of securing bicycles.
8. Within six feet of an entrance or exit unless a bicycle rack or parking device or marked bicycle spaces are provided within that distance.
9. Shuttle shelters.
10. On any building access or egress ramp.

## B. Authority to Remove or Impound Bicycles

University employees authorized by a University Police Officer or the Parking and Transportation Department may remove the securing mechanism using whatever reasonable means are necessary to impound any bicycle which is:

1. Blocking or otherwise impeding normal entrance to or exit from any building on the University.
2. Blocking or otherwise impeding traffic on any street, highway, parking lot access, roadway, path, or sidewalk.
3. Found in violation of Section A above.
4. Employees so authorized to remove and impound a bicycle in this manner and the University shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of repair or replacement of such securing device.

## C. Retrieving an Impounded Bicycle

1. To check if a bike has been impounded, call Parking and Transportation at 703-993-2828 (they keep track of impounded bicycles and will need to know where your bike was last parked, and the best description of the bike you can provide).
2. Bikes will only be released after signature of an impound release form.
3. If your bike was not impounded by Parking and Transportation, call University Police at 703-993-2810 to report it stolen.

## D. Bicycle Impound Fee

1. Any bicycle impounded pursuant to any section in this chapter shall be stored in a secure facility designated for such purpose by Parking and Transportation.
2. A \$10 fee shall be charged to the owner prior to the release of any impounded bicycle.
3. Fees collected pursuant to this section shall be retained to support programs related to bicycle safety, bicycle parking, the security of bicycles, or the enforcement of those laws and regulations relating to bicycles or reasonably related matters.
4. Bicycles that are impounded for the first time and are not registered, have the option of completing the registration instead of paying the impound fee.

**E. Bicycle Impound Review**

This section will allow for a review procedure at the administrative level. All appeals related to unlicensed bikes will be denied. After 120 days, unclaimed bicycles may be sold at auction.

**F. Voluntary Registration of Bicycles on Campus**

1. All bicycles used, stored, parked, or operated on the University are encouraged to be licensed with a valid Mason bicycle registration sticker. Bicycles may be registered at the Transportation Office at Fairfax, and the parking services office at PWC and Arlington.
2. For each new bicycle license and registration certificate:
  - a) The bicycle registration sticker shall be displayed below the bicycle seat on the bicycle frame facing forward consistent with the guidelines outlined in the Virginia Vehicle Code.
  - b) Removal, defacement, or alteration of the tag is not allowed. Upon change of ownership, or destruction of a licensed bicycle, the owner shall notify Parking and Transportation within ten working days, excluding campus holidays.
3. Registered bicycles that have been impounded for the first time do not need to pay the impound fee.

**G. Report Theft**

1. If your bike is missing, first call Parking and Transportation to make sure it hasn't been impounded. If it has been stolen, Parking and Transportation will give you your serial number to report to University Police, if stolen on campus, or if stolen off-campus:

Police Department:	Phone:
Fairfax County Police Department	703-691-2131
Fairfax City Police Department	703-385-7924
Prince William County Police Department	703-792-6500
Manassas City Police Department	703-257-8000
Arlington City Police Department	703-558-2222