# Policy for Bicycle Parking on the IUPUI Campus

## Scope

This policy applies to all staff, faculty, students, and visitors that will park their bicycle on IUPUI property or leased space.

## Policy Statement

Bicycles must be parked in the fixed bike racks provided or other parking facilities designated for bicycles. They must not be parked on lawns or sidewalks, or locked to trees, light poles, fences, benches, handrails, or other fixtures.

Bicycles considered abandoned or improperly parked are subject to immediate impoundment by cutting and removing the locking device.
Bicycles parked on disability access ramps or otherwise interfering with ingress or egress will be immediately removed and impounded.

Mopeds, scooters, and motorcycles (both electric and combustion powered) are NOT permitted to park at bicycle racks.

Note:
This policy supplements other University policies concerning where bicycles may be parked and only supersedes them when it is more restrictive.

This Policy is supplemental to the Indiana University Policy FIN-INS-13, Bicycles and Similar Vehicles. Policy Statement for FIN-INS-13: Access to and egress from University facilities shall not be impeded by obstacles such as BICYCLES or other vehicles. All the “procedures” outlined in FIN-INS-13 are applicable to IUPUI.

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**Reason for Policy**

Bicycles are left abandoned in one place for extended periods of time. These bicycles deter from the landscape architecture that has been implemented on campus.

Bicycles are parked in areas where the public safety and egress is compromised. This policy will mitigate the risk associated with bicycles parked in inappropriate locations.

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**Exceptions/Exclusions**

Excludes all bicycles operated by security personnel to include Indiana University Police and City of Indianapolis Metro PD, Environmental Health & Safety, and the Office of Insurance, Loss Control & Claims (INLOCC).

Housing Residents may leave bicycles in Housing residential bike rack during fall, Thanksgiving, winter, and spring breaks. Summer residents are permitted to park their bicycles in a Housing bike rack during the summer months.

Your School or Department or Building has a designated bike storage room/unit inside building that has been approved by Office of Insurance, Loss Control & Claims (INLOCC).

If bicycles are approved to be in a building by the Building Coordinator*, the following rules apply:

- a. Bicycles shall not be ridden inside the building as they are considered walk zones.
- b. Bicycles shall not be locked to any stairway hand rails, restroom facilities, or other fixed structure within the building.
- c. Bicycles shall not be parked in a building entry or exit area, or blocking any interior or exterior doorway.

And per Policy FIN-INS-13:

- d. “If the building manager allows BICYCLES inside a building, they can be placed only in
  1. common areas as designated by the Office of Insurance, Loss Control & Claims or the campus police department
  2. rooms occupied by (and designed for occupancy by) no more than one person”

*At IUPUI, Building Coordinator must obtain approval from Office of Insurance, Loss Control & Claims (INLOCC).
Procedures

Bicycle registration is optional. Although registration is optional, we highly encourage you to consider purchasing a bicycle permit. A bicycle can be a major investment so help protect it by registering today. Refer to Bike at IUPUI program document for more information.

If the bicycle is registered, the valid registration tag must be properly displayed on your bicycle. Affix your bicycle permit to the frame or front fender of the bicycle. Do not use tape, magnets, string or other materials to attach the permit.

Please do NOT park your bike in the following locations:
- Exterior handrails
- Inside administrative or classroom buildings
- In stairwells or hallways of residence halls
- On sidewalks, steps or ramps or any location that impedes access to a building
- Against or fastened to any tree, bush, plant or foliage
- Chained to or rested against Disabled ramps, light poles, telephone poles, handrails, bus shelters, university signs, public seating fixtures, trash receptacles or fences
- Against or fastened to any fixture or water, steam, or gas pipe or any electrical fixture or emergency device
- Blocking any means of ingress or egress.

Bicycles can only be brought inside buildings with the permission of the building coordinator.

Bicycles found to be in violation of this policy may be removed by campus officials.

Impounded bicycles will be held for 60 days. After 60 days, the bicycle will be sent to IUPUI Surplus.

Definitions

BICYCLE shall include bicycles and other vehicles powered by the individual or by batteries (e.g., Segways) that are of similar size to a bicycle.

Abandoned bicycle is any bicycle that is found in the same location over an extended period of time as stated in the Bike at IUPUI program document. Bicycles may or may not be in disrepair (examples of disrepair may be any combination of missing parts, covered in dust or cobwebs, flat tires, rusted chains, etc.).

Impounded bicycle is any bicycle that has been determined to be abandoned and has been removed from its location by campus officials.

Campus official, for purposes of this policy, shall include employees of Parking and Transportation Services.

Building Coordinator is defined as a chief source of information for building occupants and is the liaison between building occupants and various campus services. More information available at http://www.cfs.iupui.edu/service-guide/what-is-a-building-coordinator.asp.

Sanctions
Except as covered by university policy FIN-INS-13, enforcement of sanctions is delayed until January 1, 2016.

Bicycles found in violation of this policy may be removed by campus officials. IUPUI is not responsible for any damages incurred including the cost of cut locks or removal of a bicycle.

The owner of a bicycle inside a building is liable for any damages caused by that bicycle, including the cost of cleaning if debris (e.g., mud) is left behind.

The owner of a bicycle is liable for any injuries arising from the bicycle being inside a building or because of where and how it is secured outside a building.

Any violations of university or campus policies by an individual will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university.

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Policy</td>
<td>Sheri Eggleton</td>
<td></td>
<td><a href="mailto:seggleto@iupui.edu">seggleto@iupui.edu</a></td>
</tr>
<tr>
<td>Bicycle Registration</td>
<td></td>
<td></td>
<td><a href="mailto:bikes@iupui.edu">bikes@iupui.edu</a></td>
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<tr>
<td>Retrieval of Impounded Bicycle</td>
<td></td>
<td></td>
<td><a href="mailto:bikes@iupui.edu">bikes@iupui.edu</a></td>
</tr>
<tr>
<td>Approval for Bicycle Storage in Office or Building</td>
<td>INLOCC</td>
<td>812-855-9758</td>
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<td>Effective date for sanctions</td>
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Forms

none

Web Addresses

You may order your bicycle permit by clicking on Manage My Account from the Parking Services website http://parking.iupui.edu/ and selecting bicycle as your permit option.

Bike at IUPUI program document: http://www.parking.iupui.edu/Transportation/BikeIUPUI.aspx

Parking and Transportation Services: http://parking.iupui.edu/


Related Information

Indiana University Policy FIN-INS-13, Bicycles and Similar Vehicles

Locating Bicycle Serial Numbers: [http://www.iape.org/resourcesPages/tipsARTicles/bikeSerialNumbers.html](http://www.iape.org/resourcesPages/tipsARTicles/bikeSerialNumbers.html)

Police Tips for Safe Biking: [http://newscenter.iupui.edu/5747/IU-Police-Department](http://newscenter.iupui.edu/5747/IU-Police-Department)

School of Medicine policy for bike storage inside buildings (Plan is pending as of 5/28/2014)

Office of Insurance, Loss Control & Claims (INLOCC) [http://inlocc.webhost.iu.edu/ SiteMap2.cfm](http://inlocc.webhost.iu.edu/ SiteMap2.cfm)

Indiana University Police Dept Indianapolis [http://www.police.iupui.edu/](http://www.police.iupui.edu/)

Building Coordinator List [http://www.cfs.iupui.edu/docs/Building%20Coordinators.pdf](http://www.cfs.iupui.edu/docs/Building%20Coordinators.pdf)

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**Document Change Log**

Include information about previous policy versions or whether this policy replaces an existing policy.

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<td>4.6.2015</td>
<td>K Reeves</td>
<td><a href="mailto:Kreeves7@iupui.edu">Kreeves7@iupui.edu</a></td>
<td>Final version after Campus Administration Policy Committee Meeting on 2/25/2015</td>
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<tr>
<td>4.8.2015</td>
<td>K Reeves</td>
<td><a href="mailto:Kreeves7@iupui.edu">Kreeves7@iupui.edu</a></td>
<td>Posted for 30-day review</td>
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<tr>
<td>5.13.2015</td>
<td>G Bovenzi</td>
<td><a href="mailto:gbovenzi@iupui.edu">gbovenzi@iupui.edu</a></td>
<td>Feedback incorporated and prepared for final review</td>
</tr>
<tr>
<td></td>
<td>K Reeves</td>
<td><a href="mailto:kreeves7@iupui.edu">kreeves7@iupui.edu</a></td>
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**Communications**

Specify population to receive communications and desired communication methods.

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