

**DEPARTMENT OF TRANSPORTATION SERVICES
UNIVERSITY OF MARYLAND, COLLEGE PARK**

**TRANSPORTATION SERVICES
BICYCLE REGULATIONS**

EFFECTIVE JULY 1, 2008

It is the responsibility of all individuals operating, or parking their bicycles on campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of a citation.

Department of Transportation Services (DOTS) encourages the use of bicycles and recognizes that it is necessary to establish campus regulations for the safety of pedestrians, cyclists, and the campus population.

The Campus Bicycle Committee is responsible for reviewing and recommending parking and transportation policy and regulations. The administration of the policy and regulations is delegated to the Director of DOTS.

1. INTRODUCTION

a. The Bicycle Regulations set forth in this document are designed to provide biking conditions that are as safe and convenient as possible for students, faculty and staff, and campus visitors. THESE REGULATIONS APPLY TO ANYONE (INCLUDING UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE INDIVIDUALS) RIDING AND/OR PARKING A BICYCLE ON THE UNIVERSITY OF MARYLAND, COLLEGE PARK CAMPUS, AND/OR WITHIN ITS JURISDICTIONAL BOUNDARIES.

b. ALL BICYCLES ARE SUBJECT TO MARYLAND DEPARTMENT OF TRANSPORTATION ARTICLES WHILE ON CAMPUS. Maryland State Uniform citations may be issued by Police personnel for violations.

c. During a period of emergency and/or construction, special events, special parking restrictions and sanctions may be implemented.

1.1. GENERAL INFORMATION

a. The Department of Transportation Services (DOTS) is the Office responsible for administering the provisions for these regulations and falls under the Division of Student Affairs.

AUTHORITY

Pursuant to Maryland Transportation Code Annotated Section 26-301.

26-301 grants authority for issuing citations for a violation of an ordinance or regulation that is adopted by the Board of Regents of the University System of Maryland. Specifically, "Any State agency authorized by law and any political subdivision of the State may adopt ordinances or regulations that:

- (1) Regulate the parking of vehicles;
- (2) Provide for the impounding of vehicles parked in violation of the ordinances or regulations;
- (3) Regulate the towing of vehicles from publicly owned and privately owned parking lots; and
- (4) Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section."

This authority is shared by the Department of Transportation Services (DOTS) and University of Maryland Public Safety.

b. The bicycle regulations are in effect to help ensure safe cycling for the campus community. As such, when interacting with the Department of Transportation Services, students, faculty and staff are expected to abide by the University standards with regard to conduct. Students who violate the Code of Conduct may be referred to the Office of Student Conduct. Faculty/staff who engage in misconduct may be referred to their Dean, Department Head, or the Office of Human Relations for appropriate action.

c. TERMS

- (1) Campus Affiliate includes but is not limited to faculty, staff, students, vendors, volunteers, visiting professors, construction workers, visiting scholars, and contract employees.
- (2) DOTS – University of Maryland, College Park, Department of Transportation Services.
- (3) Legal/Proper Parking Space/Areas
Bicycle racks
- (4) Parking Ticket, Parking Citation, and Parking Violation Notice (PVN) in these regulations, and any citing documents, are synonymous.
- (5) Visitor - A person(s) that is not affiliated with the university.
- (6) Volunteers - individuals donating their personal time to a department without receiving pay for their services and without gaining experience/knowledge that will be used for personal monetary gain in the future.

2. OPERATION OF BICYCLES ON CAMPUS

It is the responsibility of all individuals operating a non-motorized device on campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

Persons operating bicycles and other non-motorized devices on campus shall practice careful riding, giving right-of-way to pedestrians when appropriate, traveling at safe speeds, and having their vehicles under control at all times.

2.1 BICYCLE REGISTRATION

2.1.1. General Requirements

Bicycle registration is voluntary at the University of Maryland. UMD affiliates are encouraged to register their bikes. Registrants must bring their bicycles at time of registration. Bicycles brought on campus are subject to University Bicycle Regulations.

2.1.2 Registration Benefits

- Registering your bike provides a record of ownership
- Registration aids authorities in locating the owner of a stolen bike
- Free lock-cutting services are provided for the registered bicycles, should your lock become damaged or disabled.

In addition to the above advantages, other benefits may be given. The authority to give these incentives is delegated to the Director of DOTS. Please visit our Web site for updates.

2.1.3. The Registration Process

- Registration is FREE to campus affiliates.
- Registration is available at
 - DOTS Office Regents Drive Garage, Building #202 during office hours.

For more information call the DOTS office at (301) 314-2019.

You can download the registration form from the Web, or take one from the above locations.

A UMD bicycle permit will be attached to the bicycle frame by the responsible official at the time of registration. Permits will be issued only after;

- a. providing a picture identification card;
- b. submission of a completed and signed bicycle registration form.

2.1.4. Term of Permit and Transfer of Permit

Registrations are valid for four years. Permits are assigned to the registrant. Registration and permits may not be transferred to another person. Liabilities for impound and parking fees and citations incurred are the responsibility of the permit registrant. The operator is liable for all traffic citations.

2.1.5. Replacement Permits: Sold or Traded Bicycles

Failure to advise DOTS of a sale or trade of registered vehicles/bicycles will result in continued responsibility of the registrant for citations received on that permit and vehicle/bicycle. The registrant is responsible for canceling or removing bicycle permits prior to selling or trading the vehicle/bicycle.

2.1.6. False Registration.

No person shall obtain, attempt to obtain, or use an altered, stolen, lost, or counterfeit bicycle permit or a permit issued upon false information. Giving a false name, address, identification number, or other information known to be false shall constitute false registration. Violation of this provision shall be cause for citations/fees and possible legal action.

2.1.7. Displaying of Bicycle Permits

Bicycle permits shall be displayed on the front of the seat tube of the bicycle frame.

2.2. PARKING REGULATIONS

2.2.1 Parking Areas

Bicycle parking is available throughout campus and is designated by the presence of bicycle racks. Bicycles must be properly attached to a bike rack.

Bicycle racks are not to be utilized as long term bicycle storage. Bicycles that are in a state of poor condition parked at racks and appearing to be abandoned are subject to *impoundment*.

Bicycle related gear (or other items) should not be left alone at bicycle racks. Items such as; locks, chains, helmets, seats, wheels, etc, left on racks/blocks may be considered abandoned and subject to impoundment.

Abandoned or long term storage means that the bicycle, through a visual inspection and monitoring process over a 21 day period, has not moved. State of disrepair means the bicycle has such features as: flat tire(s), bent rims, rusted or broken - chain links, cassette, derailleur - broken or rusted brakes, etc.

2.2.2. Restricted Parking Areas

Bicycles shall be parked in accordance with federal, state, and local fire and safety regulations. Bicycles shall not be parked or stored:

- In any University building without a bicycle storage facility or permission from the department;
- Against or fastened to any tree, plant, bush;
- Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, sign post, railing, public seating fixture, or emergency safety device;
- Upon or attached to any ingress/egress ramp, stairway or stairwell railing or otherwise fastened to or blocking any exit/entrance to any University building;
- Any place that might block fire department access;

- In any other area where parking is specifically prohibited by these regulations or by signs.

2.3 TRAFFIC REGULATIONS

2.3.1 Bicycles/General Regulations

Every person operating a vehicle shall obey traffic control devices and rules of the road applicable under Maryland state laws and these regulations.

Here are some important recommendations for your own safety and to avoid citations.

- Bicyclists operating on streets must obey the traffic laws, all applicable traffic control devices, rules, laws and signage.
- Bicycles must be operated only in the direction of traffic flow.
- Yield to pedestrians and walk your bike when congested.
- Use extreme caution around pedestrians.
- No person operating a bicycle on UMD campus shall exceed the maximum speed limit or operate in a manner that is likely to endanger the safety of any person or property.
- A parked bike may not interfere with safety or emergency zones, building entrance, disability ramp, a tree, bush, signpost, meter, fence, stairway, etc. Illegally parked bikes are subject to fines and impoundment.
- Please wear a helmet for your own safety.
- Use headlights and reflectors. A white headlight and a red rear reflector are required for operation between dusk and dawn.

3. IMPOUNDMENT OF BICYCLES

a. The University maintains the right to impound, at the expense of the owner/rider or claimant, any bicycle which is classified as lost/stolen, parked/stored, abandoned, or operated in violation of these regulations. The University maintains the right to remove security devices attached to vehicles/bicycles for impoundment purposes. All damage is the responsibility of the owner.

b. Impounded vehicles/bicycles may be claimed at the DOTS office during regular office hours.

c. Vehicles/bicycles will be released after the claimant:

- provides proof of ownership;
- registers the bicycle, if applicable (if the person is a campus affiliate); and
- pays all outstanding citations, impound fees and storage fees.

d. Sales/ disposal of Unclaimed Bicycles

- **Notice will be sent** to known vehicle **owners/registrants** when bicycles have been impounded.

- *Notices shall be left* at the site where the bicycle was impounded on *non-registered* bicycles.
- Bicycles unclaimed 90 calendar days after the original date of impoundment shall be considered abandoned, and may be disposed of or sold by the University.

4. ENFORCEMENT

The purpose of bicycle enforcement is to ensure optimum convenience and safety for students, faculty, staff and visitors. DOTS and the UMD Department of Public Safety (Police) reserve the right to impound and/or cite any bicycle on campus for any violation of these regulations.

Each bicycle operator shall be responsible for all citations issued to him/her personally or to the bicycle(s).

Although all State regulations must be followed, here are some important ones to guide you, for your own safety and to avoid citations.

4.1 Parking Violations

- Blocking and/or parking on any ingress/egress ramp;
- Blocking and/or parking on wheelchair access ways or
- Unauthorized parking in a space designated for the disabled.
- Parking in or blocking fire lanes, exits/entrances to University buildings,
- Attaching to or blocking emergency safety devices.
- Parking along the hallway of any University building, blocking the entrance and exits.

4.2. Other violations

- Failure to stop at Stop or yield at Yield signs.
- Locking a bicycle to another bicycle, thereby preventing its use.
- Riding without proper lighting equipment when it is dark.
- Riding in opposite direction of traffic or traffic signs.
- Any violations of the State Vehicle Laws and the University Bicycle Regulations.

Violators of the above rules will be subject to a fine.

Storage Fees: Fees (\$1 per day) begin to accrue 20 calendar days after impoundment.

4.3 Times of Enforcement

Regulations governing restricted parking areas and traffic regulations are enforced twenty-four (24) hours a day, three hundred and sixty-five (365) days a year.

4.4 Fines for Violating the Regulations

Citation	(\$10)
Impoundment	(\$10)

The University will remove security devices and impound at the expense of the owner/operator, any bicycle that is:

- Determined to be abandoned
- Parked, stored, or operated in violation of these regulations

To avoid a late fee, violations must be paid within fifteen (15) calendar days from the date of issue at the DOTS Office during normal hours of operation. Payments may be paid in person, on-line through the DOTS web site, mailed-in, or deposited in the DOTS drop box. A late fee of \$10.00 will be imposed for failure to pay violations within fifteen (15) calendar days from date of issue.

The unpaid fees may be added to the University accounts of students.

5. PARKING VIOLATION NOTICE REVIEW

Parking violation notice (PVN) recipients must either pay the fine or request a review within 15 calendar days of the violation date. PVN recipients may request a review only through the University of Maryland Department of Transportation Services (DOTS) system.

UNIVERSITY OF MARYLAND REVIEW

Visitors:

Bona fide visitors to University of Maryland University College may request a DOTS review by completing the requested information on the PVN, along with a written appeal and returning the parking violation notice in person or by mail to the DOTS Office. All decisions of the DOTS Parking Violation Review Manager will be final.

Students:

University of Maryland, College Park, students may request a Student Ticket Review Section (STRS) review by completing the requested information on the PVN and returning the parking violation notice in person or by mail to the DOTS Office.

UMUC student appeals will be reviewed by the DOTS Parking Violation Review Manager (Note: second reviews are not available to UMUC students) If dissatisfied with the review decision, students (other than UMUC students) may choose to appeal such reviews through a 2nd appeal process. This may be done by completing the request in person at the DOTS Office within 15 calendar days from the date on the review decision letter. The Parking fine(s) associated with the parking ticket(s) must be paid. You must then go to the DOTS lobby desk, show your receipt, and complete a written request which must be accompanied by an explanation of the circumstances surrounding the issuance of the ticket(s). Additionally, you must prove that STRS made a decision that was somehow arbitrary and capricious, or made a procedural error that adversely affected

their decision. If the University Appellant Board overturns the decision by STRS the paid parking fine will be refunded to you. This is a written process and there will be no oral appeals. For more information, please call (301) 314-1991.

Faculty/Staff:

University of Maryland, College Park, and UMUC faculty and staff may request a DOTS review by processing their request through their Transportation Services Coordinator, or forwarding their request directly through DOTS. All decisions of the DOTS Parking Violation Review Manager are final.

REDUCED/DENIED REVIEW THAT REMAINS OUTSTANDING

Parking violation notice appeals that have been reduced or denied (remain outstanding), must be paid by the recipient within 15 calendar days from the date of the appeal decision letter or a \$10.00 late fee will be imposed. In the case of a reduced fine, failure to pay within the 15-day period will result in the fine being returned to the original amount plus late fee.

5. LIABILITY

THE UNIVERSITY IS NOT RESPONSIBLE FOR DAMAGE TO OR THEFT OF YOUR BICYCLE AND ITS PARTS. Unfortunately, bikes on campus are attractive targets for thieves. It is important to follow basic security steps to help prevent bicycle thefts. Following these basic steps will help you minimize your risk.

- Always lock your bicycle. While locking your bicycle, please use U-locks rather than cable locks as U-locks have been found to perform better against theft. (It may take only a couple of minutes to cut a cable lock!)
- Register your bike! This will help the authorities locating the owner of a stolen bike.
- Report any suspicious activity to police by using the blue light phones in the parking lots, or by dialing (301) 405-3555
- Emergency? Dial 911 or (301) 405-3333

SUGGESTIONS FOR CHANGE

Suggestions on improving the Parking and Transportation Management Program on Campus are welcomed by the Department of Transportation Services office. Suggestions should be addressed to the Director, Department of Transportation Services, University of Maryland, College Park, Maryland 20742-2711.

APPROVED: July 1, 2008

J. DAVID ALLEN

Director of the Department of Transportation Services