



# Abandoned Bicycle Procedures at the University of Vermont

## Abandoned Bicycle Guideline

### Overview

Bicycle parking racks at the University of Vermont (UVM) are in place near all campus facilities to support the growing number of bicycles utilized by our campus community members. Bicycle Parking at UVM is free for any person actively using their bicycle on campus. Bicycle Parking at UVM is not permanent parking for bicycles. If the owner of a bicycle is leaving campus for any period greater than two weeks the bicycle must be removed from campus to keep parking options available for those who may need them. Abandoned bicycles located on campus will be tagged with a Notice of Removal which will provide the owner of the bicycle 30 days to remove (and/or register) their bicycle from the date the bicycle is tagged. Once designated for removal the bicycle will be taken by the UVM Recycling Program and stored for 30 days. If the bicycle is unclaimed after 30 days the bike will become the property of the UVM Recycling Program.

### Purpose

Abandoned bicycles are an eyesore, represent potential hazards to students, and use up valuable parking spaces for those actively using their bicycles on campus.

Depending on the area of campus, different procedures are used to tag, remove, and store bicycles. **This process will create uniformity around abandoned bicycle removal and storage.**

Definitions:

- *Abandoned Bicycles at Non Residential Buildings* - A Bicycle shall be considered abandoned if the bicycle is left unattended on campus for thirty (30) or more days at Non Residential Buildings.
- *Abandoned Bicycles at Residential Buildings* - A bicycle shall also be considered abandoned if it is found to be in a state of disrepair (e.g. rusted chain, deflated tires, leaves and debris present, obviously not in use, bent wheels, bent handlebars, missing parts.) All bicycles left in racks at or in residence halls on campus after Spring Commencement will be noted as abandoned and scheduled for impound starting the month of May. Impounded bikes will be stored 30 days.
- *Non Residential Building* – Non Residential buildings are buildings which are owned by UVM that do not serve as a place of residence (e.g. Davis Student Center, Campus Libraries, Academic Buildings, Parking Garages, Athletic Buildings.)
- *Residential Building* – Residential buildings are buildings owned by UVM which offer places of residence for students.

## **Bicycle Removal Process**

Throughout the year, UVM Parking and Transportation and the UVM Office of Sustainability will oversee the identification, tagging, and removal of abandoned bicycles on campus. Areas of campus with Non Residential Buildings will be combed for abandoned bicycles on a rotating basis to ensure the entire campus is being searched regularly.

Suspected abandoned bicycles will be marked with a tag that will inform the owner of the bicycle that they have 30 days to rectify the situation by taking appropriate action as described on the Notice of Removal tag. After 30 days, confirmed abandoned bicycles will be removed and stored for 30 days before being rendered property of the University.

Serial numbers, color, make, and model of all impounded bicycles will be cross-referenced to see if they have been registered in the Bike Index Registration Portal: <https://bikeindex.org/organizations/uvm/embed>.

If a bicycle is suspected of being abandoned and removal needs to take place outside of the predetermined times then a request for tag and removal may be submitted to Transportation & Parking Services by emailing pertinent information (reason for removal, location, and description of bicycle) to [bikes@uvm.edu](mailto:bikes@uvm.edu).

Bicycles parked in restricted areas will be removed immediately and without notice. Removed bicycles can be collected from UVM Police Services or the UVM Recycling Program or Residential Life within the 30-day window. *Restricted areas include* parking along any Special Needs access points (access ramps, handrails anywhere blocking access to entrance of buildings) and parking in a way that blocks access to meters such as gas, electrical, or parking.

Bike racks removed or cleared because of construction, commencement or other special circumstances will be tagged three (3) days prior to removal. See the *Residential Buildings* definition for the end of year bicycle removal process of campus dorms.

Locks cut during the removal process will be the responsibility of the owner, and will not be replaced by the University.

## **Bicycle Recovery Process**

Once removed, if registered, three (3) attempts will be made to contact the owner of the bicycle by using registration contact information. Once contacted, the owner will have to make arrangements with the UVM Recycling Program or Residential Life to get their bike from storage.

Unregistered bicycles may be claimed by the owner after sufficient proof of ownership has been provided. The owner of the impounded bicycle must present a government issued ID or UVM ID and at least one of the following: the bike's serial number, a receipt of the bike purchase, photos of you with the bike, a description of any unique features of the bike, or a registration with an online bike registration service which pre-dates the removal of the bike.

Stored bikes recovered by the owner will incur a \$20 service fee. Accrued fees will be stored in a bike infrastructure fund.

After 30 days, unclaimed bicycles are considered to be gifted to UVM and become property of UVM.

If you believe your bike may have been removed by UVM personnel and you would like to retrieve it, contact UVM Transportation & Parking Services at [bikes@uvm.edu](mailto:bikes@uvm.edu).

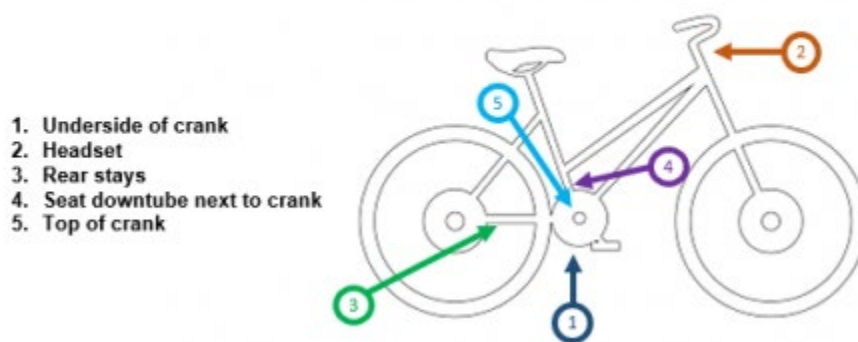
## Bicycle Registration

Parking and Transportation provides a FREE registration program to all students, faculty and staff. Registration offers the following advantages:

- Serves as a deterrent to theft.
- Assists in the identification of lost, stolen or suspected abandoned bicycles.
- Allows the University to better plan for improved bicycle parking on campus.
- Avoids impoundment fee of \$20 for bikes that require storage

1. You can register your bicycle online <https://www.uvm.edu/transportation/bikes> or at Transportation & Parking Services. Please have your manufacturer's/serial number and bike description with you to record your bike accurately.
2. You will receive a registration decal which must be permanently and visibly affixed to the bicycle's down or seat tube.
3. If you sell or give your bicycle to someone update your Bike Index registration and report it immediately to Transportation & Parking Services at [bikes@uvm.edu](mailto:bikes@uvm.edu) so you are not held liable for any violations issued to the bicycle.

### **5 Most Common Serial Number Locations**



## Maintenance

UVM Bikes operate a bicycle repair shop (the Bike Education Center) to help you learn how to keep your wheels rolling. Stop by with any of your bicycle needs. Students will be there to assist.

For more information on UVM Bikes visit: <https://www.uvm.edu/transportation/uvm-bike-education-co-op>

## **Bike Parking Guidelines**

It is important to park only in bicycle racks.

Illegally parked bikes obstruct walkways and present serious hazards for people who use wheelchairs, canes, walkers, or who have other mobility or visual difficulties. Please don't park your bike in the line of travel to stairs, ramps, doorways, and automatic door-buttons. Bikes locked to trees can cause serious damage to or even kill a tree. Please help keep the campus beautiful by not locking your bike to trees or shrubs.

Illegally parked bikes are subject to impoundment. Bike racks (except those at residence halls) are not intended as long-term storage areas.

Any motorized vehicle, including scooters, mopeds, etcetera are prohibited from parking in the bike racks.

If you are consistently having problems finding a parking spot, contact Transportation & Parking Services at [bikes@uvm.edu](mailto:bikes@uvm.edu).

### **Campus Partners:**

Davis Center  
Residential Life  
Transportation & Parking Services  
Office of Sustainability  
Police Services  
Risk Management  
Recycling Services  
Sustainable Transportation Advisory Committee